HRN

End User Training



HRMS Quotas Training Guide



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HRMS Quotas





Instructor notes:

Schedule

Breaks in the a.m. Flexible

Lunch we'll aim for **11:30 – 1:00pm**

Breaks in the p.m. Flexible

Introductions - Participant

Ice breaker

First Name*, Agency, Other HRMS classes & when

Training Materials

The following training materials and tools are used:

- HRMS Training Guide: Designed to introduce you to HRMS navigation terms and concepts and to provide the necessary information to complete the activities.
- HRMS Activity Guide: Designed to provide you with demonstrations and exercises that help solidify your understanding of concepts learned in the course and also provide you with an opportunity to use HRMS.



HRMS Training Guide

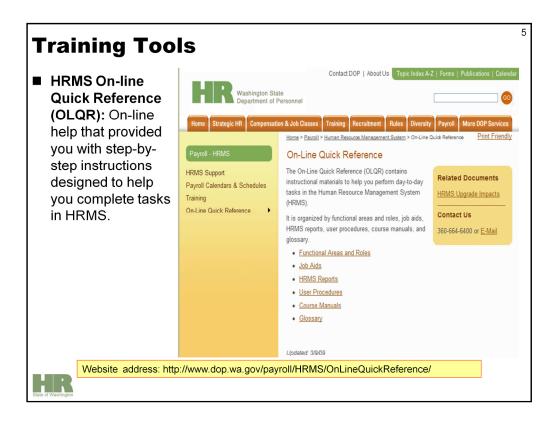
This document which contains PowerPoint slides and notes of all of the content covered in class. It is also used as a training manual.

HRMS Activity Guide

The accompanying Word document that details all the scenarios and data needed to perform an activity in HRMS.

Types of activities in the Activity Guide include:

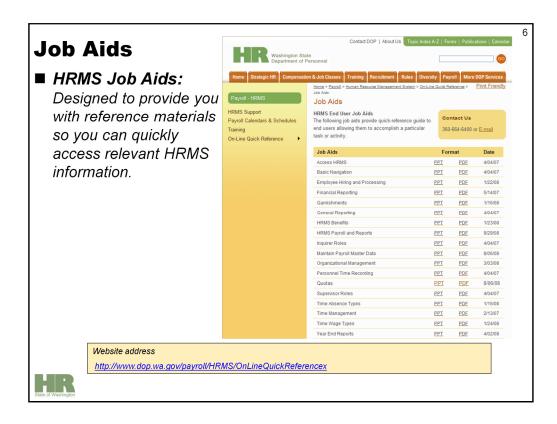
| Demonstration | Trainer performs activities while participants watch. | | | |
|---------------|---|--|--|--|
| Walkthrough | Trainer and participants both perform activity. | | | |
| Exercise | Participants perform activity and ask questions. | | | |



HRMS OLQR

An online help tool that contains user procedures and process flows to be used during all activities in the training.

HRMS also contains Context Sensitive Help. When accessing the Help feature while working in HRMS, the OLQR will display procedures related to the transaction the user is currently working in.



Job Aids are printable sheets that include frequently used:

Transaction Codes

Icons

Infotypes

Important Dates/Schedules

Examples

7

Course Objectives

- Upon completion of this course, you should be able to:
 - Explain new terms and key components of quota accruals and maintenance.
 - Create and maintain shared leave quota for cross- and same-agencies donors and recipients.
 - Explain the process of quota corrections and when they should be made.
 - Determine when to create a manual adjustment.
 - Prepare a leave buyout for an employee separating from state service.
 - Run HRMS reports.
 - Access and navigate the Online Quick Reference (OLQR)



HRMS Role Based Security

- HRMS has role-based security
- System security dictates the information that you can update
- Your agency assigned your role based on what tasks you perform
- There are agency-level and centralized roles







Instructor notes guided note taking (red will be blanks):

Your agency has mapped HR/payroll staff to appropriate roles which determine the training required and the type of information you can access.



Guided note taking:

The <u>employee's position</u> determines what role is assigned and the level of HRMS access available.

Roles <u>ensure</u> that the appropriate people have access to <u>view</u> and <u>change</u> information based on security profiles.

Depending on the organization structure, <u>roles</u> may be <u>filled</u> by the <u>same person</u>. While other agencies, these roles might be assigned to two different individuals.

■ Leave Correction Processor:

Responsible for maintaining employee leave and shared leave information for new and existing employees

■ Pavroll Processor:

Responsible for creating and maintaining payroll information for new and existing employees in the HRMS system. New employee payroll information is entered once the human resource information has been entered

■ Payroll Analyst:

Responsible for identifying time and payroll master data errors

■ Time and Attendance Processor:

Responsible for recording time and attendance into CATS

■ Time and Attendance Inquirer: Views absence quotas (accrual) and payroll time entries

■ Time and Attendance Supervisor:

Provides oversight to the Time and Attendance Processor and Inquirer. Ability to view all infotypes, has limited update ability.



Instructor notes:

Explain how all the roles discussed will work together.

| Role | Transaction Code | Infotype/Accessibility | | | |
|--------------------------------|---------------------------------------|--|--|--|--|
| Leave Correction Processor | PA20, PA30, CAT3, | 0008(R), 0014 (M, R) 0041 (M,R), 2006 (M,R),2013 (M,R) | | | |
| Payroll Processor | PA20, PA30, PT50, ZT60, CAT3 | 2013(R), 0003 (M,R), 0007(M,R,W) 0416 (M,R,W) 0696 (M,R,W) 2006 (M,R,W) 2010 (M,R,W) 2013 | | | |
| Payroll Analyst | PA20, PA30 | 0007(R,M), 0008(M,R), 0041 (M,R) 0416(M,R) 2010 (M,R) 0014 (M,R,W), 0696(M,R,W) | | | |
| Time & Attendance Processor | 2006, PA30, PT50, ZT60, CAT2, CAT3 | 0008 (R), 0014 (R), 0007 (M,R,W), 0416(M,R,W), 0696 (M,R,W) 2010 (M,R,W) 9402 (M,R) | | | |
| Time & Attendance Inquirer | PA20, PT50, CAT2, CAT3 | 0003 (R), 0007(R), 0008 (R) 0041 (R), 0696 (R), 2010 (R) 9402 (R), 2006 (M,R) | | | |

Legend:

R- Read M- Read with entry

W- Write data records

helps

10

Section 1: Quota Overview



Section Overview

- Upon completion of this section, you will be able to:
 - Define new terms related to quotas
 - Describe types of quota
 - List the infotypes that impact quota accruals
 - Explain who earns quotas, when quotas are accrued
 - Describe the Time Evaluation
 - Define how quotas are used and displayed on the earning statements





Instructor notes:

By the end of this section you will be able to:

Define terms that relate to this course
Identify the infotypes that impact quota accruals
Describe the process flow of the quota accrual process
Define who earns quotas, when they are earned and how they are used
View the employee quota deductions on their earning statement

Key Terms

- Cross-Application Time Sheet (CATS) Central time sheet used to enter employees time data
- Quota Types Different categories for quota balance
- Quota Accrual- Rate an employee accumulates absence time in difference quota types. The rate is determined by the employees years of State service, or collective bargaining agreements.
- Quota Balances- The amount of absence time an employee has available
- Time Evaluation A process that updates quotas





Instructor notes:

CATS- Electronic timesheet that is used to enter an employees time activity. For example: An absence or working overtime.

Not all agencies use CATS to enter their employees leave. These agencies are known as GAP1 agencies and use their agency specific leave system to enter leave. Even though these agencies do not enter leave directly into CATS, they do use CATS to make corrections to time entries once time data has been transferred into HRMS during the time transfer of payroll processing.

Quota Types- The different categories of leave available to an employee. We'll show you a listing of these next.

Quota Accrual- The rate at which an employee accrues leave. The accrual rate depends upon the employees years in service and any collective bargaining agreements

Quota Balance- Available time to the employee

Time Evaluation is run automatically by the Department of Personnel during the payroll processing days, however agencies have the capability to run the Time Evaluation to transfer time for employees as needed. We'll talk more about when agencies should do this later in the course.

Use the Time Evaluation to update time for employees as needed.

Types of Quota

- System Generated Quotas
 - 30 Sick Leave
 - 31 Annual Leave
 - 34 Justified Excess Vacation (JEV)
 - 40 Excess Vacation Accrual (EVA)
 - 42 Personal Holiday-Shift
- Quotas Generated from Time Entries
 - 35 Compensatory Time
 - 37 Exchange Time
 - 39 Holiday Credits

■ Other Quotas

- 34 Justified Excess Vacation (JEV)
- 38 Military
- 41 Shared Leave
- 46 Sick Leave Pool
- 47 Uniformed Serv Lv Pool





Instructor notes:

System generated – Based upon the rules for earning these quotas, HRMS will generate the accrual each month. We'll talk more about timing.

Time Entries- These are a couple examples of quota that is created because of a time entry in CATS.

Other Quotas —These quotas are created by the agency based on the civil service rules related to an employee's leave entitlement. JEV, for example, is established on the Date Specifications (0041) by entering the dates of the eligible period. Once created, HRMS will automatically move (system generate) the quota into the JEV bucket as defined. Which is why JEV also appears under the System Generated Quotas.

Note:

In order for the System to generate JEV accruals, the JEV *start* and *to* dates must be entered on *Date Specifications* (0041) for the allotted time.

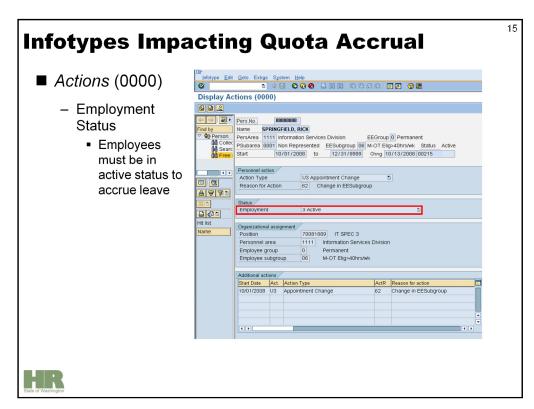


Infotypes Impacting Quota Accrual



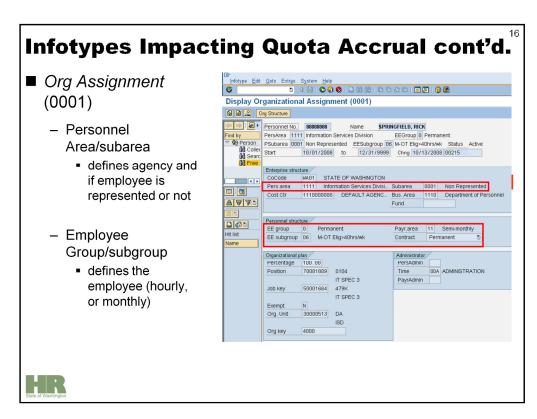
Instructor notes:

The following infotypes are completed during the hire/rehire action by the Personnel Administration Processor or your HR offices and impact how an employee accrues quotas in HRMS.





Actions (0000)- Employee must be in active status to accrue leave.

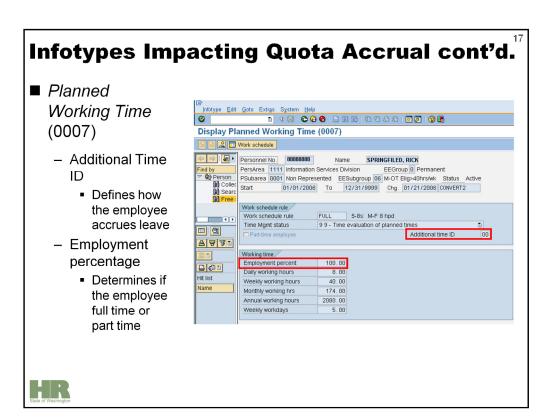




The Organizational Assignment infotype defines the employee

For example EE sub group defines whether the employee is hourly or monthly and if they are eligible for overtime. Personnel Sub Area defines if an employee belongs to a Bargaining Unit – this could also affect their rate of accrual.

Personnel Area – Name of agency EE Group- Seasonal, Temp, Perm, non perm





The choices on this infotype will determine if the employee accrues leave.

The options for the Additional Time ID field include:

00- Regular accrual (this is the default)

01- No accrual

02- Sick Leave accrual only

Note:

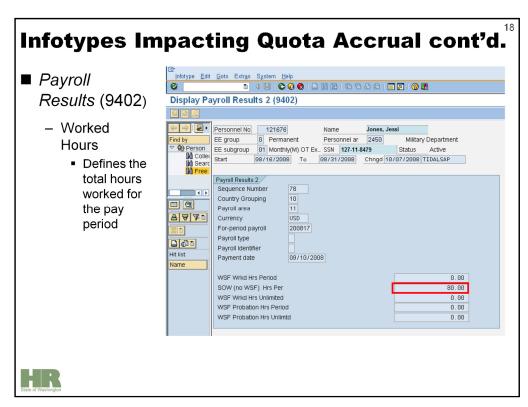
Options for the **Additional Time ID**:

00 Regular accrual (this is the default)

01 No accrual

02 Sick Leave accrual only

This infoytpe also indicates employees employment percentage.

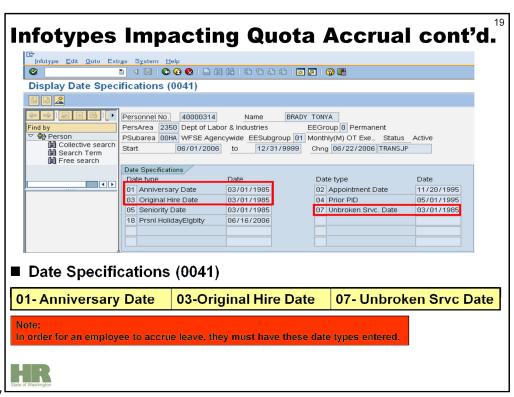




After payroll has processed, this infotype is populated to display the hours the employee worked for the pay period. Displays the accrual date for the employee, either the 16th or the 1st of the following month.

Note:

The hours worked by the employee display on this infotype once payroll has processed for the pay period.





Date Specifications (0041) In order for an employee to have a successful payroll process and accrue quota they must have the following date types: They are highlighted in yellow.

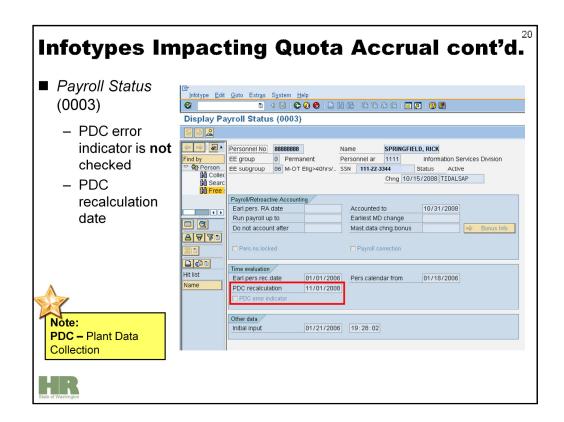
- 01- Anniversary date- This date is the unbroken service date plus prior state service and minus LWOP. This date is used to calculate the accrual rate.
- 03- Original Hire Date- Date of hire
- 07- Unbroken Service Date- Date the employee began continuous state service. Used for calculating the rate of accrual. **Note:** If an employee has more than 15 calendar days of LWOP, this date will be adjusted accordingly.

Note:

Other date types that can be entered during the Hire action include:

- 18- Personal Holiday eligibility
- 09- Vacation frozen up to- Ensures that employee is not able to use vacation leave until this date has past
- 16- JEV Begin and 17- JEV end date

We'll be coming back to the infotype later in the course when we talk about Personal Holiday and JEV.



During the payroll processing days, if the PDC (Plant Data Collection) error indicator is checked, this means that the employee did not process successfully through the Time Evaluation.

In order for an employee to process through the Time Evaluation successfully date types 1,3 and 7 must be present on the employee's Date Specifications infotype (41)

Once payroll has processed for the current period, the PDC recalculation date will automatically update to the first day of the next pay period.

Note:

Verify that the PDC error indicator is not checked. If this is checked, this indicates that the employee did not process through the *Time Evaluation* successfully. Be sure to check your agencies *Spool Files* to check for these errors. Refer to user procedure **Spool File** - **Accessing and Printing Reports (SP01)**

Who Earns Quota?



- Active employees earn quota.
- The accrual rate can vary between employees based on bargaining unit, service time and type of employee etc.



Instructor notes:

As we have discussed this far, we've learned that how an employee's master data is created in HRMS will determine how their quota accrues in HRMS.

As a recap, things that can impact the accrual rate is years of service, whether the employee belongs to a bargaining unit, or if they are part-time or full-time.

Sick leave is accrued at 8 hours per month.

Below is the annual leave accrual rate table based on years of service for the General Government Employee Accrual Rates

Note:

An employee's anniversary date and unbroken service date are also used in determining an employee's accrual rate.

General Government Employee Accrual Rates:

| Time in Service | Days per year | Hours per year | HRMS Monthly Accrual Rates |
|-------------------------------|---------------|----------------|----------------------------|
| During 1st year | 12 | 96 | 8 |
| During 2nd year | 13 | 104 | 8.66667 |
| During 3rd & 4th years | 14 | 112 | 9.33333 |
| During 5th, 6th & 7th years | 15 | 120 | 10 |
| During 8th, 9th & 10th years | 16 | 128 | 10.66667 |
| During 11th year | 17 | 136 | 11.33333 |
| During 12th year | 18 | 144 | 12 |
| During 13th year | 19 | 152 | 12.66667 |
| During 14th year | 20 | 160 | 13.33333 |
| During 15th year | 21 | 168 | 14 |
| During 16th year & thereafter | 22 | 176 | 14.66667 |

When is Quota Accrued?

Salaried Employees

- Employees must be in **active** status and worked 80 hours during the 1st- 15th of the month to receive accruals on the 16th.
- Accruals are added to an employee's quota balance after the *Time Evaluation* run on Day 1 of payroll processing

Part-time or Hourly employees

Quota accruals for part time and hourly employees is proportionate to the number of hours in paid status in the month to that required for full time employment.





Instructor notes:

Fulltime employees who have at least 80 hours of regular time and paid leave (including vacation and sick leave) within a calendar month are eligible to accrue leave. Overtime hours are not counted for leave accrual.

Employees who have their 80 hours within the first pay period (between the first and the fifteen) will accrue leave on the sixteenth of that month. The accrual will appear on the earnings statement received on the tenth of the next month (reflecting the pay period of the sixteenth through the end of the month).

If an employee doesn't reach the 80-hour threshold until the second pay period (sixteenth through the end of month), leave will accrue on the first day of the following month and appear on the earnings statement received on the twenty-fifth of that month (reflecting the pay period of the first through the fifteenth).

For part-time and hourly general government employees, vacation and sick leave accruals are proportionate to the number of hours in paid status in the month that are required for full-time regular schedule employment. Leave will always accrue on the first day of the following month and appear on the Earnings and Deductions Statement received on the twenty-fifth of that month.

How Quotas is accrued

- Executed as a batch process (automated) to calculate and apply quota accrual values for employees during each payroll cycle.
- After the Time Evaluation has run, the quotas can be viewed to ensure the proper accrual rates have been applied.
- Check your agencies Spool files to verify transfers with no errors.
- Refer to the user procedure Spool File-Accessing and Printing Reports on the OLQR





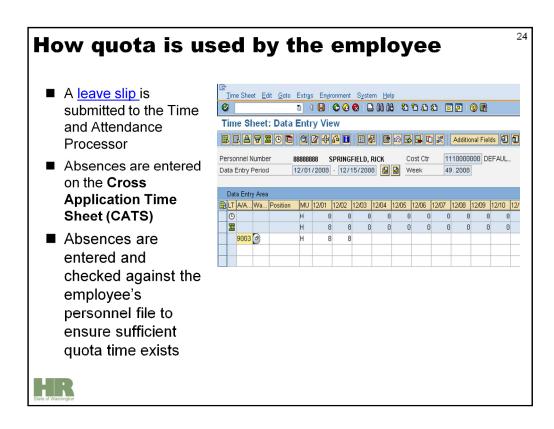


Instructor notes:

Time Evaluation is a batch process that is processed each payroll cycle that calculates and applies employees quota accrual.

Time Evaluation also creates a log during the payroll cycle that agencies will need to access to verify all agency employee's accrual ran with no errors. These are your spool files. Refer to the user procedure Spool File- Accessing and printing reports on the OLQR for assistance.

Agencies do have the ability to run the Time Evaluation to transfer time when adjusting leave balances outside of the normal payroll process. We will be discussing when it is appropriate to run the time evaluation in greater detail later in the course.





An employee turns in a leave slip- the time and attendance processor enters the leave type into CATS

When entering an absence type, HRMS validates that there is sufficient quota for the absence.

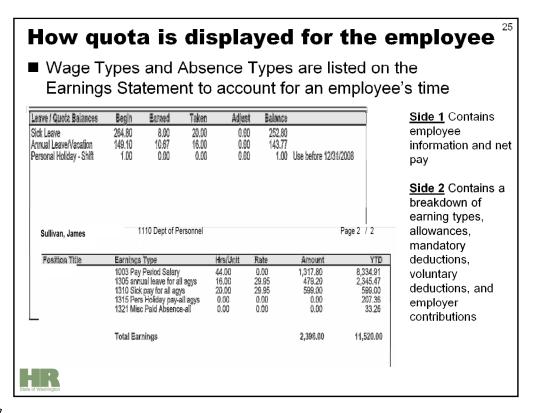
Tip:

Remember the entitlement date is set on the 16th and 1st of the following month, so for those employees who once they accrue leave they use the leave might not have enough quota if they try to take leave before it is earned.





An employee has zero hours of annual leave and will earn 8 hours on June 16. The employee submits a leave slip for June 14. HRMS will not allow the entry because the employee has zero hours available.





Only the quota types that are available to the employee will display. When an employee takes leave it will appear on the earning statement for the pay period in which the leave activity is for.

Even though the accrual is available on the 16th, because HRMS is a lag leave system (pays for previous period) it will not show on the 25th Earning Statement, it will show on the 10th Earning Statement of the following month

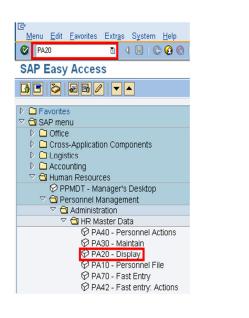
Note:

- Entering leave before the end of the pay period in which the leave was taken ensures the earning statement will reflect accurate leave data.
- An employees' leave beginning balance might be different than the previous ending balance when an absence taken is entered retroactively.

Where to find Quota accruals

■ To access the Absence
Quota infotype, follow
menu path:
Human Resources →
Personnel Management
→ Administration → HR
Master Data →
Maintain

You can also access the Base Rate infotype by using the transaction code PA20 (Display HR Master data)



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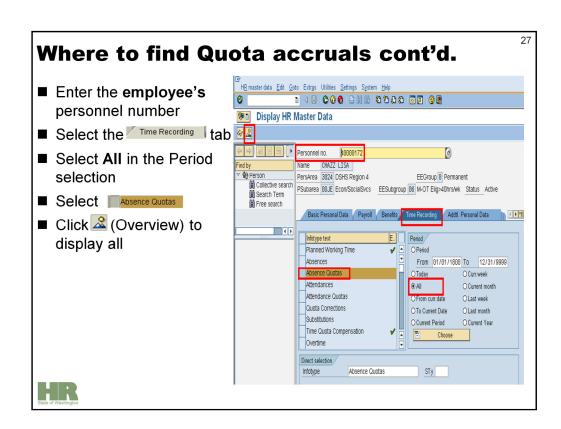


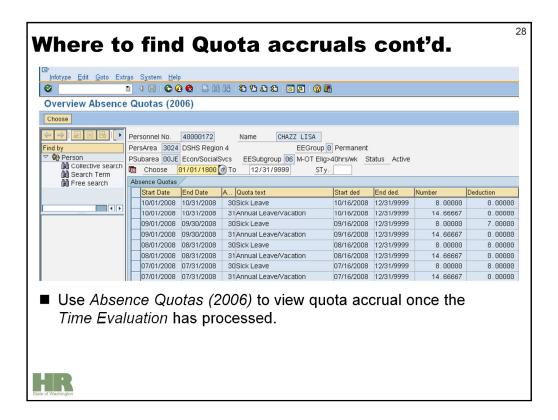
Instructor notes

To view a current quota balance for an employee there are multiple ways.

The employees' earning statement is one way...but remember because HRMS is a lag system the quota balances may differ.

- Along with the employee's earning statement you can also use the Attendance System Change report.
- Question:
 How many of you are familiar with this report? We will be covering the report in a few moments.
- Another way to view an employee's quota accruals is by viewing the employees' Absence Quotas 2006 infotype.
- Question:
 How many of you are familiar with this infotype?
- LETS DISCUSS 2006
- · Explain the drill down process
- Or using the transaction code PA20 (Display HR Master Data)





You can also use the Absence Quota (2006) to display quota accruals once the time evaluation has been processed.

Note:

Start Date and End date:

Indicates the date for which the employee accrued leave

Start Ded

Indicates when the leave is available to the employee to use. For the system generated accruals the **Start ded** date will either be the **1**st **or 16**th.

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HRMS Activity



Exercise:
Display Absence Quotas
Page 1



Review Questions

1. Which infotypes affect Quota Accruals?

Actions (0000) Planned Working Time (0007)
Date Specifications (0041) Payroll Results (9402)
Org Assignment (0001) Payroll Status (0003)

2. True or False? Time evaluation is a process only ran by Department of Personnel?

False. Agencies do have the ability to run the Time Evaluation to transfer time when adjusting leave balances outside of the normal payroll process.





Instructor notes:

Allow the class time to write out the answers to the review questions before displaying/discussing the answers.

Answers:

Question 1:

Actions (0000)

Planned Working Time (0007)

Date Specifications (0041)

Payroll Results (9402)

Org Assignment (0001)

Payroll Status (0003)

Question 2:

False. Agencies do have the ability to run the Time Evaluation to transfer time when adjusting leave balances outside of the normal payroll process.

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Section 2. Shared Leave

How to donate and return quotas



Overview

- Upon completion of this section this section you will be able to:
 - Verify an employees quota balance
 - Create Shared leave donations and returns
 - Give a new hire their Personal Holiday
 - Convert a Personal Holiday for donation
 - Define how to return unused Shared Leave back to the donor



Shared Leave



Instructor notes:

This section will take us most of the morning.

We're going to walk through the shared leave process from start to finish which begins with verifying the employee has the leave to donate.

Processing an Intra-agency donation is similar to an Inter-agency donation and we'll help you identify where the crucial communication points are. Who here gets confused with Inter and Intra agency?

We'll show you how to convert a personal holiday from a day unit to an hourly unit so it can be donated.

Then we'll touch on how to return unused leave back to a donor.

Steps for Donating Shared Leave

Steps for donating Shared Leave:

- 1. Verify Quota Balance (donor)
- 2. Establish and verify base rate for Shared Leave (donor and recipient)
- 3. Create Shared Leave Eligibility (donor and recipient)
- 4. Create Shared Leave Donation (donor)
- 5. Verify the donation (donor and recipient)
- 6. Run a Time Evaluation (ZT60) (recipient)



Instructor Notes

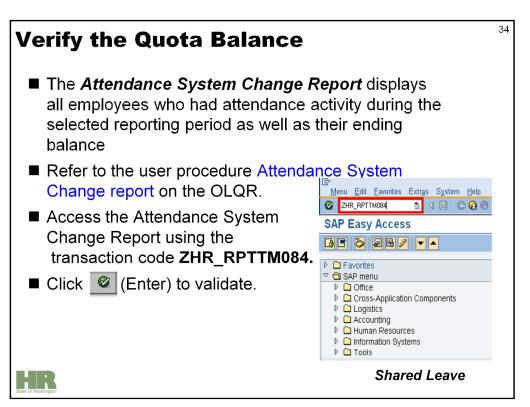


- There are several steps when dealing with shared leave. Steps 2 and 3 have to be completed for both the donor and recipient before anything will work. Dates are very important here. If you have troubles it could be that the dates do not align for the two employees.
- **Example:** Recipient is made eligible on June 19 and the donor is made eligible on June 16. If an agency tries to donate to the recipient on any date prior to the 19th it will not process in HRMS.
- The Shared Leave rules may differ between represented and nonrepresented employees. Be sure to check your agency's bargaining unit agreement if you have one or refer to the WACs.

Instructor notes:

Scenario:

Brittney Hanes (236663) has been approved to receive **Shared Leave.** Her co-worker Harmon has graciously offered to donate 25 hours of his annual leave to her. For this example, both employees are within your agency.



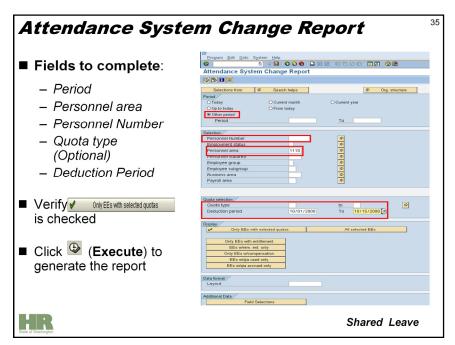
- The first step in processing a shared leave donation is validating whether the donor has the adequate quota balance to donate. Use the Attendance System Change report to verify
- This report can be run by pay period to display an employee's balances by quota type.
- To access this report using the transaction code ZHR_RPTTM084.

Note:

This report can be generated by the:

Time and Attendance Processor Time and Attendance Inquirer Time and Attendance Supervisor Payroll Processor Payroll Supervisor

| Steps of Shared Leave | | | | |
|--|--|--|--|--|
| Donor | Recipient | | | |
| □ 1. Verify Quota Balance | □ 1. N/A | | | |
| □ 2. Establish and verify base rate for shared leave | □ 2. Establish and verify base rate for shared leave | | | |
| □ 3.Create shared leave eligibility | ☐ 3. Create shared leave eligibility | | | |
| □ 4. Create shared leave donation | □ 4. N/A | | | |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) | | | |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) | | | |





Instructor notes: explain each field

Other Period: Pertains to the employee (selection criteria) For example, if you wanted to run this report for all active employees for the month of June and entered the date 6/1-6/30 the report will only show employees in active stats within the specified time frame

Personnel Area:

Quota Type:

Deduction period

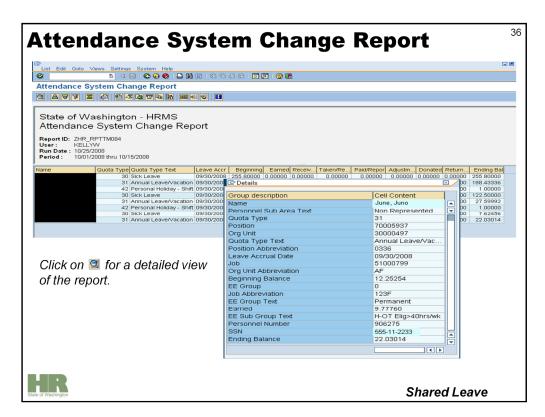
Tip:

Always run this report in half month intervals 1-15 and then16-the end of the month Small intervals in running this report make it a lot easier to review the leave in's and outs' and see what happened. When running this report, use the **Other Period** and key in the dates that you entered in the **Quota Section** deduction period



A list of the different quota types:

| ΒAΙ | hsence I | Quota Ty | rpe (1) 500 Entries found | | | | | |
|--------------|----------------|----------|---------------------------|------------|------|--------|-----|-------|
| Restrictions | | | | | | | | |
| | 7 (23/10/10/13 | | | | | | | |
| 00 | 区間 | | | | | • | | |
| | | ,,- | | | | | _ | I I |
| ESG | PSG | АQТур | Quota text | Start Date | End | Date | Т | Unit |
| 1 | 10 | 30 | Sick Leave | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 31 | Annual Leave∕Vacation | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 34 | Jus. Excess Leave | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 35 | Compensatory Time | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 37 | Exchange Time | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 38 | Military Leave | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 39 | Holiday Credits | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 40 | Excess Vacation Acrual | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 41 | Shared Leave | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 42 | Personal Holiday - Shift | 01/01/1900 | 12/3 | 1/9999 | 010 | Days |
| 1 | 10 | 43 | Setti Leave WSP | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 44 | Recognition Lv (non-rep) | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 45 | PH - Shared Lv. Donation | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 46 | Sick Leave Pool | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 47 | Uniformed Serv Lv Pool | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |
| 1 | 10 | 90 | Sick Leave Conversion | 01/01/1900 | 12/3 | 1/9999 | 001 | Hours |





- This report was created using the dates of one payroll cycle. We left the quota type blank so it has displayed all quota types for this employee. It would also display quota types with a zero balance. For example, and employee had Over Time and has used it all. This quota type would be listed here and have a zero balance.
- This report is very long and scrolls across two screens.
- We've given you a tip on how to display an entire screen at one time by highlighting a row and then clicking the **Detail** button.
- This report also uses the ALV layout which gives it functionality similar to Excel.
- How comfortable are folks using the ALV layout? We're going to run this report next and can play around with the functionality.

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HRMS Activity



Walkthrough: Run the Attendance System Change Report Page 3



Establish the Hourly Base Rate



Shared Leave

| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| □ 2. Establish and verify base rate for shared leave | □ 2. Establish and verify base rate for shared leave |
| □ 3.Create shared leave eligibility | □ 3. Create shared leave eligibility |
| □ 4. Create shared leave donation | □ 4. N/A |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |

Step 2

Verify and Establish Base Rate

- When an employee decides to donate Shared Leave, the donor and the receiver both need to have their *Recurring*Payments/Deductions (0014) set up with the base rate wage type 1010.
- Check that the Start and End Date in Recurring Payments/ Deductions (0014) covers the Shared Leave donation Start date.
 - The Start date needs to be the first day that the recipient is eligible to receive the donation.
 - Use the same logic when entering the Start date for the donor.
- The donor and the Shared Leave recipient's respective agencies will establish this wage type in an employee's personnel record.

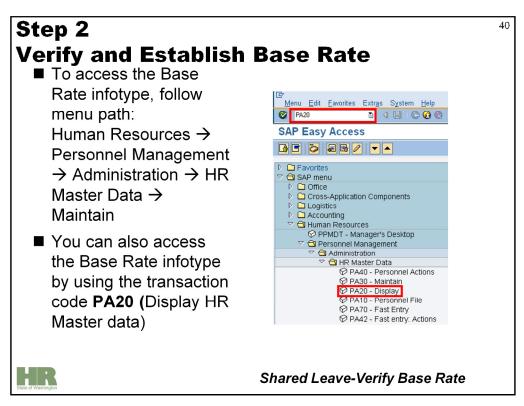


Shared Leave



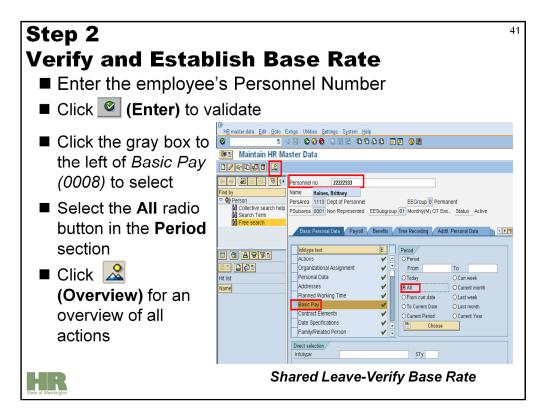
Instructor notes

- If an employee already has this wage type, you will want to confirm the base rate amount by verifying if the employee has received any salary increases since the record was created.
- If there is an increase, you will want to create a new record and enter their current base rate amount.
 - Quota donations occur at one time. Meaning if the employee donated 50 hours, the entire 50 hours is donated at one time and is calculated at the current base rate amount.



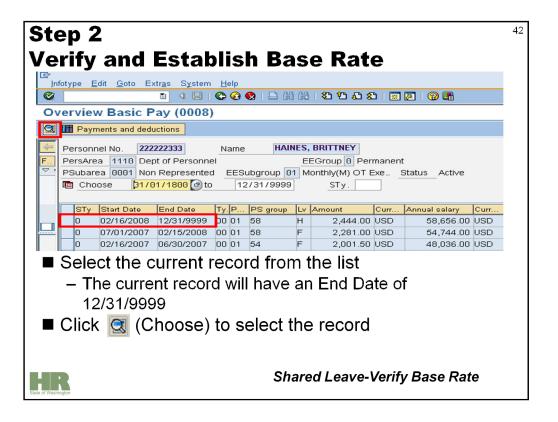


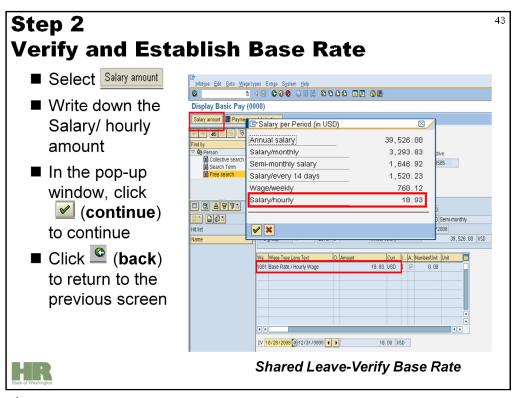
- Explain the drill down process
- Or using the transaction code PA20 (Display HR Master Data)





- To find an employees base rate:
 - Fields to complete:
 - Personnel number
 - Click the gray box to the left of Basic Pay to select
 - Select the All radio button in the Period section
 - Click the overview button to view a list of all actions created for the employee.







- If the employee is an hourly employee, their hourly rate will display in next to wage type 1001- Base Rate/Hourly Wage.
- If the employee is salaried you will need to:
- Select the Salary Amount button in the Application toolbar
- The employee's base rate is their Salary/Hourly amount. The salary/hourly amount is what will be entered on the Recurring Deductions (0014) infotype as HRMS uses the hourly rate to calculate the quota donation.

Note:

You will need to repeat this step for each employee.

Tip:

Use the *Maintain Text* feature to keep detailed notes regarding any changes to either the donor or recipients payroll master data. To create a message the *Shared Leave Donation/Return* inftoype, go to the menu bar/ select **edit**/ select **maintain text-**enter information into the text field. Be sure to save your entries.

Infoytpes that allow for *Maintain Text* related to this course include:

0008- Basic Pay

0014- Recurring Payments/Deductions

0613- Shared Leave Donation/Return

0696-Shared Leave Eligibility (WA)

2006- Absence Qutoas

2013- Quota Corrections

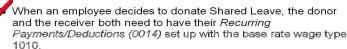
44

Step 2

Verify and Establish Base Rate

■ Now that we have the employee's current base rate, the next step is to validate or create the *action* on *Recurring*Payments/Deduction (0014).

Step 2 Verify and Establish Base Rate



- Check that the Start and End Date in Recurring Payments/ Deductions (0014) covers the Shared Leave donation Start date.
 - The Start date needs to be the first day that the recipient is eligible to receive the donation.
 - Use the same logic when entering the Start date for the donor.
- The donor and the Shared Leave recipient's respective agencies will establish this wage type in an employee's personnel record.

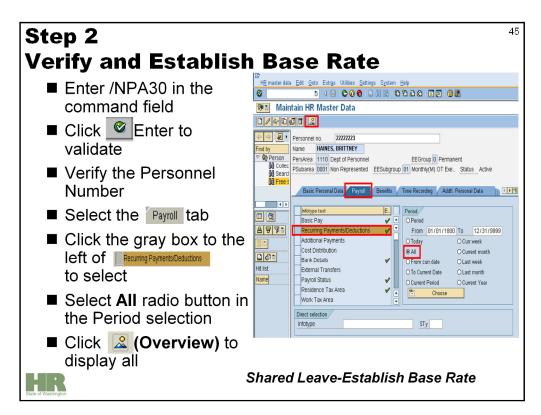


Shared Leave-Establish Base Rate



Instructor notes

- Going back to our overview slide for Step 2 the next step is to either create or update the employee's base rate.
 - We'll do that by going to the Recurring Payments/Deduction (0014) infotype and verify if the Base Rate for Shared Leave 1010 wage type is there.
- Again this step is complete for both the donor and recipient.

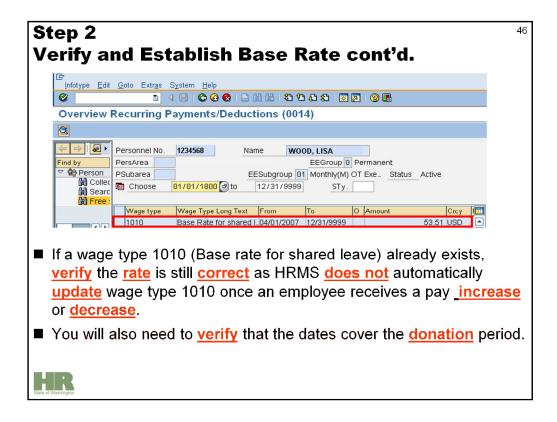




A shortcut to maintain or create data is using a /N in front of the transaction code. You can also go to **HR Master data** on the menu bar and select **Maintain.**

Note:

Before creating the recurring payment/deduction you will want to check if the wage type 1010 (Base Rate for Shared Leave) already exists. If the wage type already exists, you will need to verify the rate and dates.



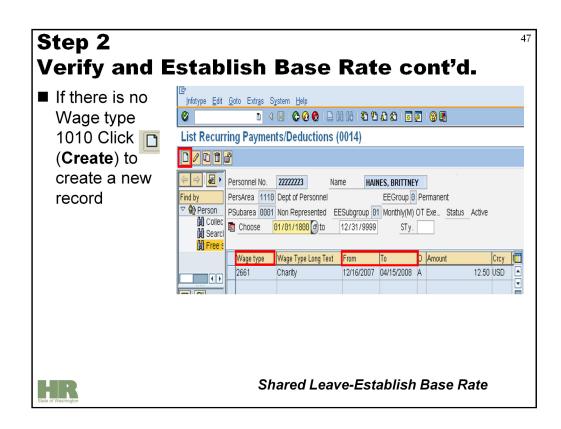


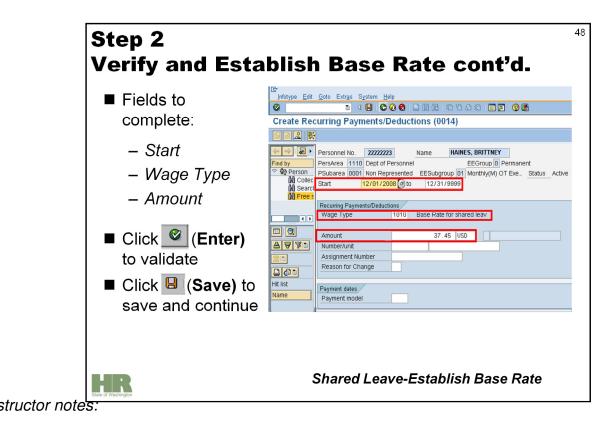
Read slide and have class fill in the blanks on this screen shot.

If there is no wage type 1010 (Base Rate for Shared Leave) you will need to create a new record.

Note:

If changes need to be made, select **Copy** and enter the correct dates and current base rate amount.





Fields to complete:

· Start Date: Date on which the record begins

• End Date: Okay to keep the default of 12/31/9999

• Wage Type: 1010 (Base rate for shared leave)

• **Amount:** Employee's hourly rate that you wrote down from the employee's basic pay (0008)

** You do not need to include the employee's benefits calculation with the employee's base rate as HRMS converts only hours. The benefits amount is used in the JV process that payroll offices complete outside of the system.

As HRMS is not used to transfer money between agencies/programs, it is an agency decision whether to include the 41% (Employer share of benefits) to an employee's base rate or not. If you are creating a same agency donation, it is important to be consistent with including the 41% to the donor and recipient base rate or without.

For questions refer to:

SAAM 25.40.10 http://www.ofm.wa.gov/policy/25.40.htm#25.40.10

RCW 41.04.650 through 670 http://apps.leg.wa.gov/RCW/default.aspx?cite=41.04

RCW 49.28.010 http://apps.leg.wa.gov/RCW/default.aspx?cite=49.28.010

WAC 357-31-380 through 455 http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31 (non represented)

Bargaining agreements http://www.ofm.wa.gov/labor/agreements/07-09/default.asp (represented)

Note:

The start date is the date on which the employee is eligible to participate in shared leave.

Once you click save you are automatically taken back to the List Recurring Payments/Deductions, use the back button to be taken back to the Maintain HR Master Data

To view the wage type that you just created, you can select Recurring Payments/Deductions and select the overview icon to display.

HRMS Activity



Walkthrough:
View hourly base rate and create
recurring payment
Page 6



Step 3

Create Shared Leave Eligibility Overview

- Use *Absence Pools* (0696) to establish eligibility for the donor and recipient.
- Verify the Begin and End Dates for *Absence Pools* (0696) are covering the Shared Leave donation period.
- For an employee to donate or receive leave, they must be eligible.



Shared Leave



Instructor note:

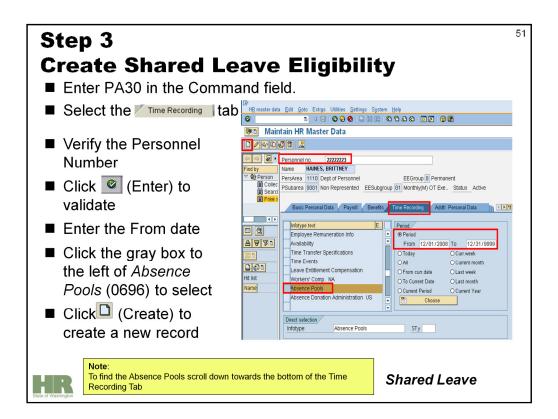
Now we are at Step 3. Up to this point we have told HRMS each employee's rate of pay so the quota calculation can be completed.

Next we are going to make both employee's eligible to participate in the shared leave process in HRMS.

- Ensure the dates cover the right timeframe otherwise HRMS will not be able to complete the Shared Leave donation.
- As with any transaction in HRMS, dating is very important and should be verified, and changed if necessary, on each infotype.

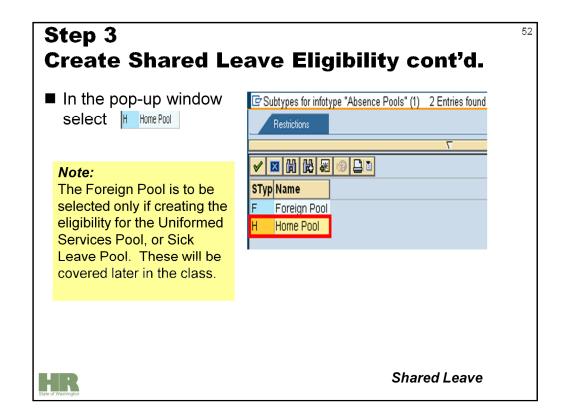
Note:

If you are creating a cross agency Shared Leave Donation, it is this step that communication between agencies is key. Both the donor and the recipient must have their eligibility created in order to participate in Shared Leave.

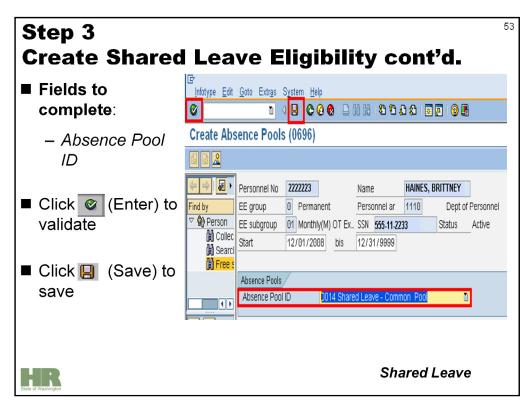




- Let the group know that they will have to scroll to the bottom of the infotype list when they select the Time Recording tab to find the Absence Pools (0696) infotype.
- Entering the start date here will automatically pull the date into the created record.



- When clicking the Create button the "Shared Leave" selection box will pop up.
- Select HOME POOL





- Ensure the Start and End date cover the entire timeframe of the donation.
- If you forgot to key the dates in the previous screen you can enter them here.
- Select Shared Leave Common Pool
- Click enter/save
- You have successfully made the employee eligible.

Note:

This step must be completed for the donor and the recipient.

| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for shared leave |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility |
| □ 4. Create shared leave donation | □ 4. N/A |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |

Create the Donation



| Steps of Shared Leave | | |
|--|--|--|
| Donor | Recipient | |
| 1. Verify Quota Balance | 1. N/A | |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for shared leave | |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility | |
| □ 4. Create shared leave donation | □ 4. N/A | |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) | |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) | |

Step 4 Create Shared Leave Donation Overview

- When leave is donated:
 - ➤ Within your agency Complete steps 1-3 for both the donor and the recipient.
 - ➤ <u>Outside your agency</u> Ensure that either the donor or recipient (whichever is in your agency) has steps 1-3 completed. Communicate with the other agency to ensure both sides (donor and recipient agency) have completed appropriate steps.



Shared Leave

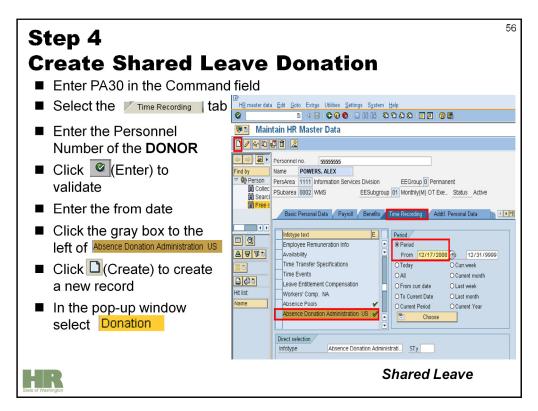
Instructor note:



- Let's recap what has happened so far for both the donor and recipient.
 - We have verified the employee's base rate.
 - We have either created or updated the employee's Base Rate for Shared Leave wage type 1010 on Recurring Payments/Deductions (0014).
 - Question?- On which infotype did we find the employee's base rate?
 Answer- Basic Pay (0008)
 - We have verified or created the employee's eligibility for Shared Leave.
- The next step is to create the donation from the donor to the recipient. Now if both employees are in your agency you will most likely complete all of the steps we just covered yourself for both parties. If the donor and recipient reside in different agencies, this is when the communication needs to begin. You'll need to pick up the phone or send an email and verify that the previous three steps have been completed for both people.

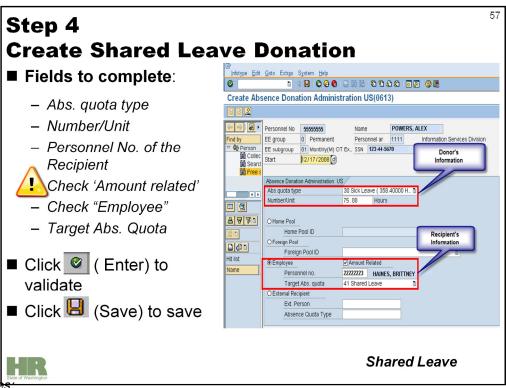
Note:

If the donor receives shared leave from multiple donors, agencies are responsible for tracking the amount of hours that were used by the donor from each recipient as HRMS does not differentiate the hours. Refer to the Office of Financial Management **Shared Leave Document**





 Step 4 is giving the donation, so we are entering the Personnel number for the employee who is donating the quota.



nstructor notes:

- Absence quota type- select the quota type the donor is giving
- Personnel No. of the Recipient if the recipient is in another agency you may want to ask the agency for the personnel number when communicating with them.
- Once you click save HRMS automatically reduces the Donor's quota balance on the Absence Donation Administration (0613)- use the display button to view the employees new balance.:

Fill in the blanks(BOLD WORDS ARE WHAT CLASS IS TO FILL IN)

Check the **AMOUNT RELATED** box when creating a donation. If this box is not checked, the **BASE RATE** for each employee **WILL NOT** be considered into the hours calculation, which can cause the incorrect amount of hours to be given.

When selecting the type of quota the **Donor** is giving you **MUST be specific.** If they are giving EVA, select it from the drop down list. HRMS *will not* automatically take from EVA if Annual Leave is selected.

Tip:

Refer to WAC 357-31 for definition of what type of leave that can be donated as Shared Leave.

Vacation leave- The balance must not fall below eighty (80) hours after the donation

Sick leave - The balance must fall below one hundred seventy-six hours (176) after the donation

Personal Holiday- All or part of an employee's personal holiday can be donated

| Steps of Shared Leave | | |
|--|--|--|
| Donor | Recipient | |
| Verify Quota Balance | 1. N/A | |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for snared leave | |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility | |
| 4. Create shared leave donation | 4. N/A | |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) | |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) | |

Verify the donation



| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for shared leave |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility |
| 4. Create shared leave donation | 4. N/A |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |

Step 5 Verify the Donation Overview

> Donor

HRMS automatically creates a quota record on Time Quota Compensation (0416) to reduce the balance.

> Recipient

 HRMS automatically creates a quota record on Quota Correction (2013) to create/increase the shared leave quota balance.



Shared Leave

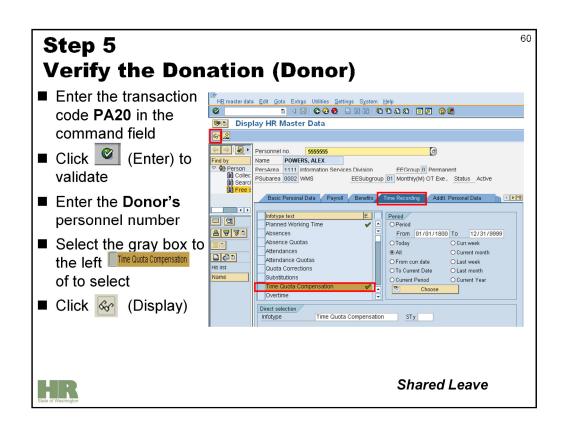


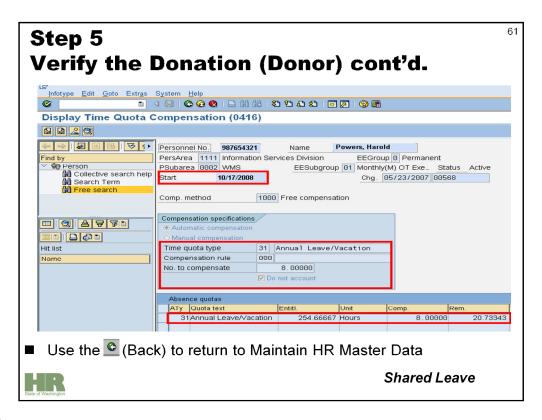
Instructor note:

When you click save on the Shared Leave Eligibility infotype there are dynamic actions that are created automatically by HRMS for both the donor and the recipient.

HRMS automatically creates a quota record on the Time Quota Compensation (416) for the donor to reduce their quota balance; and creates a Quota Correction (2013) for the recipient to create/increase their Shared Leave balance.

We'll be talking about how to redo or delete these entries if an error is made.





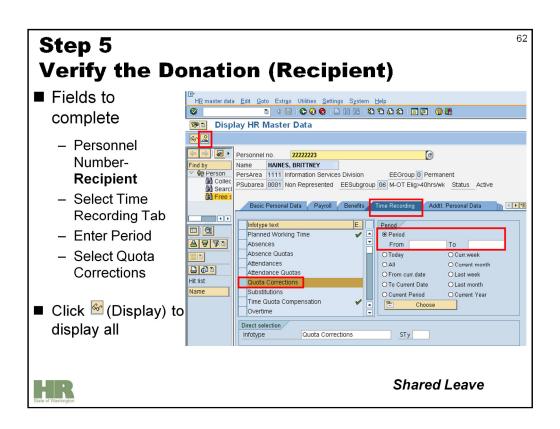


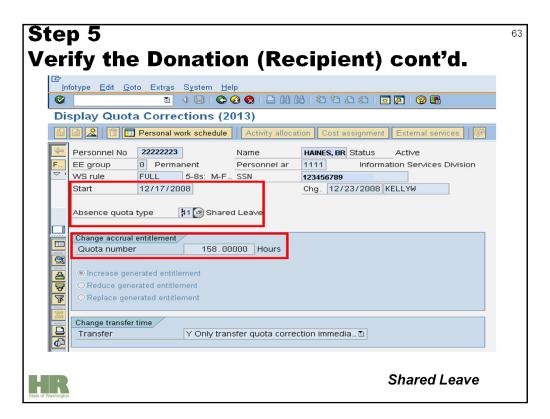
- Here we are verifying the quota compensation record was creating correctly for the donating employee.
- You will notice the Do not account box is checked which tells us the employee was not compensated (paid) for the leave that was deducted.
- This record validates that 8.0 hours were deducted from the employees Annual Leave/Vacation quota balance.

Note:

When verifying the *Time Quota Compensation* that was created, verify that the start date is correct, correct quota type the donor wanted to donate was selected and the correct hours were entered. If you identify errors, **do not** make changes on this infotype. By making changes on this infotype you will break the dynamic action. See the **Shared Leave-Troubleshooting** section of this manual for steps to correct errors.

You can also access the Attendance System Change Report (**ZHR RPTTM084**) to verify the donation was successful.







- Then look at the Quota number 158 hours. HRMS has calculated that the 75.0 hours that Harmon donated to Brittney equals 83.92 hours at her rate of pay.
- HRMS calculates shared leave donations based on each employees' base rate

Note:

If you identify errors, **do not** make changes on this infotype. By making changes on this infotype you will break the dynamic action. See the **Shared Leave-Troubleshooting** section of this manual for steps to correct errors.

| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| 2. Establish and verify base rate for snared leave | 2. Establish and verify base rate for snared leave |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility |
| 4. Create shared leave donation | 4. N/A |
| 5. Verify the donation (416) | 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |

Transfer the donation



| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for shared leave |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility |
| 4. Create shared leave donation | 4. N/A |
| 5. Verify the donation (416) | 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |

Step 6

Transfer the Donation Overview

- Completing the transfer will update the quota balances for the recipient, making them available immediately.
 - This also reduces the donor's quota balances as well.
- Helpful in expediting the donation process.

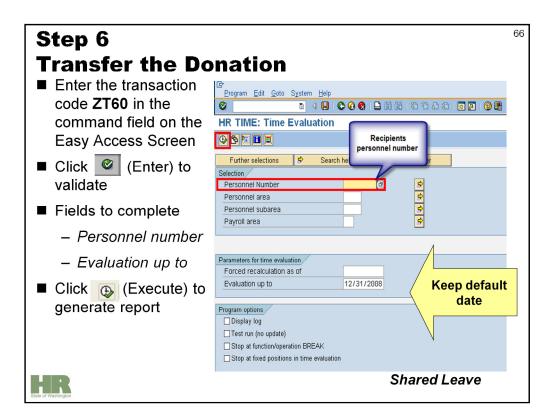


Shared Leave



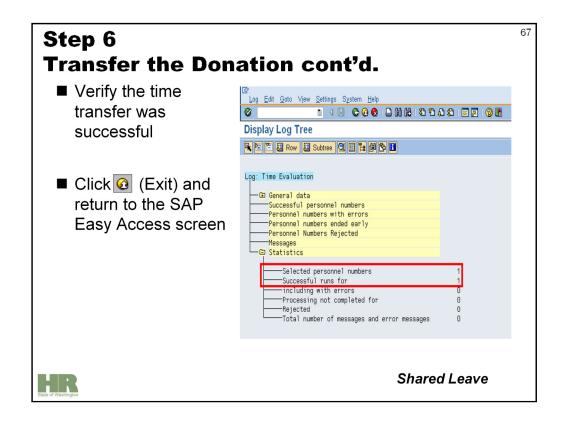
Instructor note:

- After you have created the donation- you will need to run the Time Evaluation to update the recipients shared leave quota balance so it is available for the recipient to use.
- Run The Time Evaluation when there are Quota Corrections.

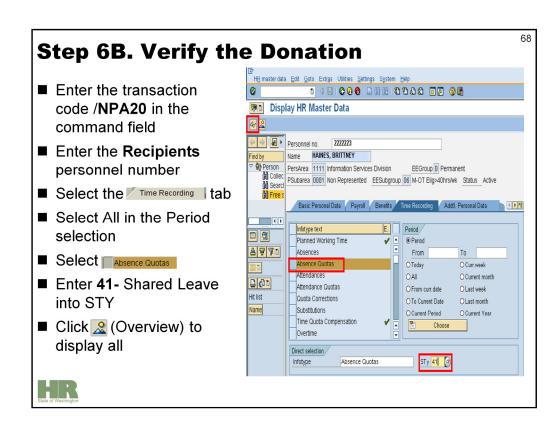


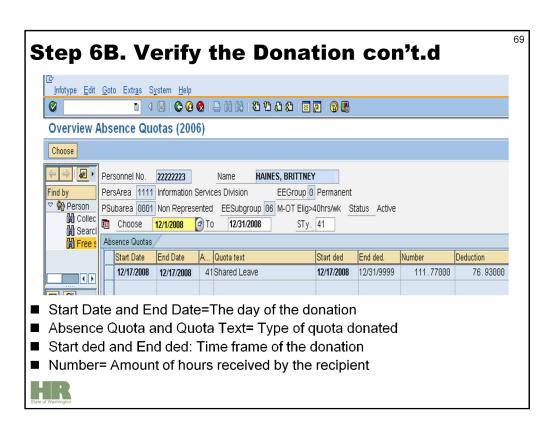


- If both the donor and recipient are in your agency, you would complete this process for each employee.
- The **Evaluation up to** date will default to the end of the month. No need to change the default date.



Once we have verified the successful run, will want to view the employee's absence quota





Shared Leave - Troubleshooting

- Start over!
 - If an error was found when verifying the quota records, use the trashcan on the Shared Leave Donation (613) just created.
 - This will automatically remove the *Time Quota Compensation* (0416) and *Quota Correction* (2013) that was created for the donation.
 - Then follow the steps for creating the donation and run the Time Evaluation process to create the new record.
- If a change was made to an existing **Shared Leave Donation** (0613) using the pencil, in some cases the **Time Quota Compensation** (416) record for the donor disappears and breaks the dynamic action.





Shared Leave



Instructor notes:

If you run into errors while verifying the Shared Leave for either the donor or the recipient you will want to delete (trashcan) the shared leave donation that was created. This will automatically remove the Time Quota Compensation (416) that was created for the donor and the Quota Correction (2013) that was created for the recipient.

Do not use the pencil (change) icon to correct any of the three infotypes, this will cause there to be a break in the dynamic action, meaning the record is no longer connected



Note:

If errors are found, **Do not** use the **pencil** (change) button to make changes on a *Shared Leave Donation* (613), *Time Quota Compensation* (416) or the Quota Correction (2013). By using the change button you will break the dynamic action between the infotypes.

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HRMS Activity



Exercise:
Create Single-Agency Shared Leave
Donation
Page 10



Summary of Donating Shared Leave

- We have walked through the steps required for both the recipient and donor of shared leave.
- Identified when to communicate if the employees are in different agencies.
- Explained the dynamic action that occurs when the records are created and identified some troubleshooting tips when an error occurs.



HRMS does not track the number of hours donated from each donor. This is a manual process by the agency.



Shared Leave



Instructor notes:

- The key steps to remember are that both employees must have their base rate and eligibility established before a donation can occur.
- If the employees are in two different agencies then the agencies need to communicate with each other to confirm the required steps are completed before the donation is created.
- Also, for those agencies who participate in the Sick Leave Pool as well as Uniformed Services sick leave pool information on how to create an employee's eligibility and the donation can be found in the Additional information section at the back of this training guide.

Review Questions

1. True or False:

When an employee has a pay increase, HRMS automatically updates the employees base rate on *Recurring Payments/Deductions* (0014)?

False. Agencies will need to update this infotype.

2. Is it required to create a Shared Leave Donation for both the donor and the recipient?

No. You only need to create the donation for the donor

3. True or False:

If an error is found on the Shared *Leave Donation(0613)*, you should use the **Change** (pencil) to make the correction?

False! By using the change button you break the dynamic action between the *Shared Leave Donation (0613) and the Time Quota Compensation(0416)*. If an error exists, simply start_over.





Instructor notes

Answer:

- 1. FALSE- HRMS does not automatically update this infotype. Agencies will need to manual update the employee's IT 14.
- 2. No. You only need to create the donation for the donor
- 3. False! By using the change button you break the dynamic action between the *Shared Leave Donation* (0613) and the *Time Quota Compensation* (0416). If an error exists, simply start over.

Donating a Personal Holiday



Donating a Personal Holiday Overview

- Employee's may donate all or part of the Personal Holiday for shared leave.
 - Chapter 357-31-090 WAC Holiday and Leave
- HRMS stores as "one" day unit. Must be converted to hours so the hours can be donated.
 - (1) Full-time employees receive personal holiday pay for the number of hours they are scheduled to work on the day.
 - (2) Part-time employees are entitled to the number of paid hours for a personal holiday on a pro rata basis in accordance with WAC 357-31-020.



Personal Holiday



Instructor notes:

Employee's can donate all or part of their personal holiday as shared leave.

Personal holidays are stored as 'one day units'. In order for a personal holiday to be donated as shared leave, it must be converted into hours.

Full time employee's personal holiday hours equal the total hours an employee works a day.

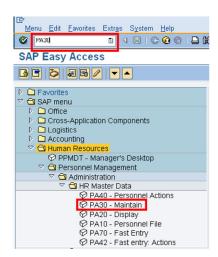
For example: An employee works 4-10's. The total hours that would be converted would be 10 hrs.

Part time employees personal holidays are based upon the paid hours on a pro rata bases, as stated in WAC 357-31-020

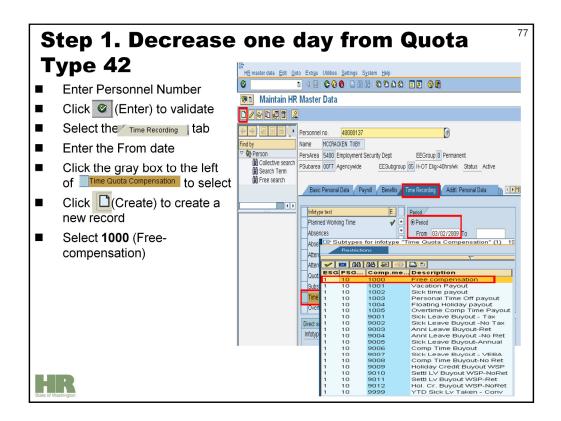
Donating a Personal Holiday cont'd.

■ To display HR Master Data, follow menu path: Human Resources → Personnel Management → Administration → HR Master Data → Maintain

■ You can also access the infotype by using the transaction code PA30 (Maintain HR Master data)



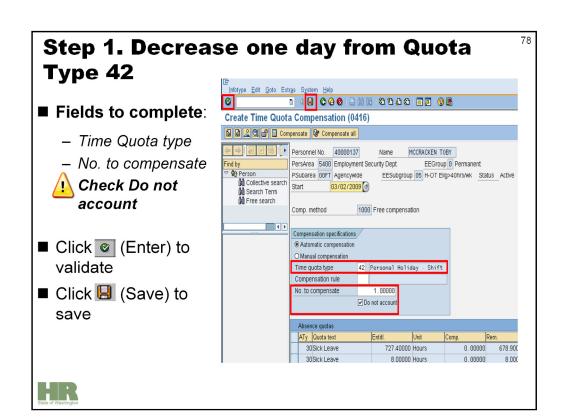


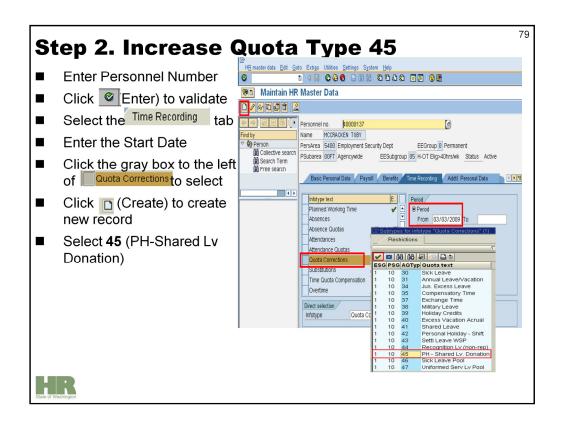


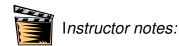


Tip:

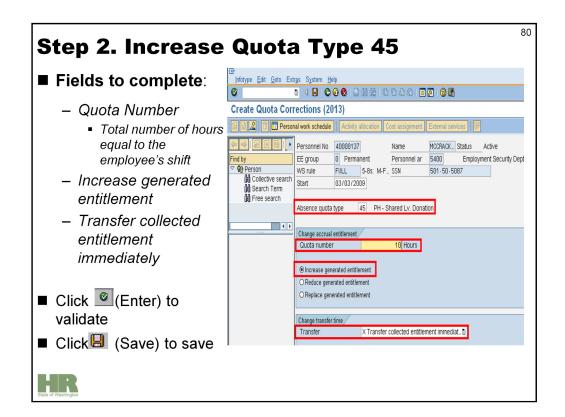
To avoid any reporting gaps, DOP recommends agencies to create a *Time Quota Compensation* to reduce the employee's Personal Holiday-Shift with the start date of the actual day of the donation.





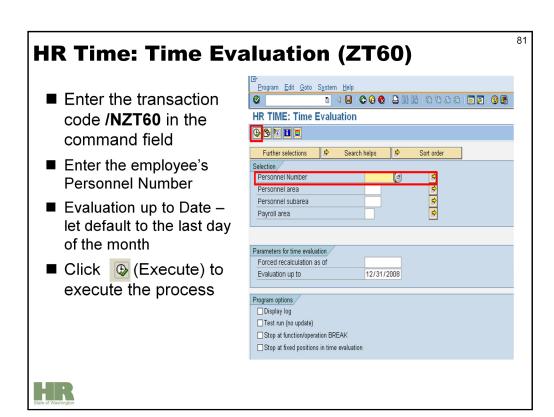


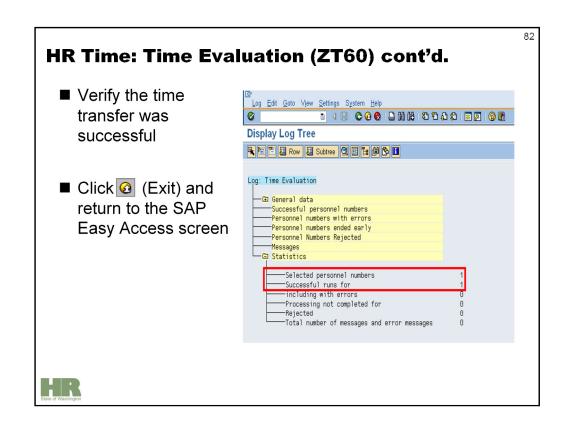
The start date is the actual date of the donation.



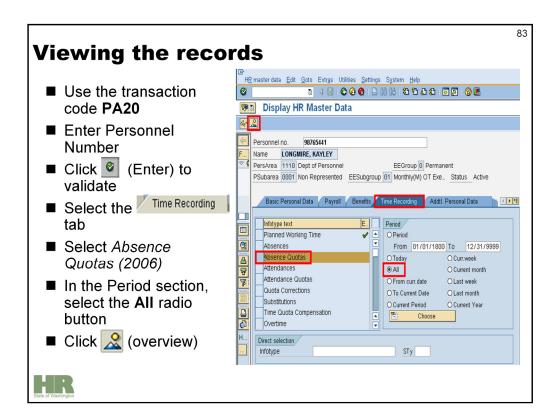
You are then taken to Quota corrections (2013). Fields to complete:

- **Start date-** Verify the date came over. If you forgot to key in the date on the previous screen, enter the date here.
- Quota Number- Enter the total number of hours of the Donors work schedule.
 I.E. if the employee works 4-10's you would enter 10 hrs. in the quota number field.
- Select Increase generated entitlement
- Select Transfer collected entitlement immediately
- Click enter to validate entries
- Click save
- Once you have clicked save: Next we transfer the records to Absence Quota (2006) by using Transaction Code ZT60 to access the Time Evaluation



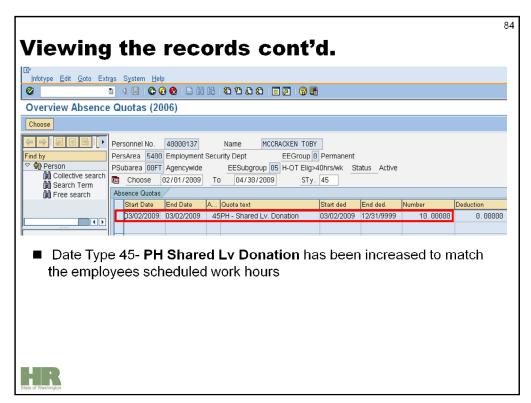


Once we have verified the successful run, will want to view the employee's absence quota infotype to verify the time transfer processed.





• Now we are going to Absence Quotas (2006) to view the quota corrections we just completed.





 The next record quota correction added 8 hours to Quota type 45 (PH –Shared Lv Donation) so now the leave is available to be donated.

So what are the next steps to completing the donation?

- All those steps we previously covered about creating the employee's base rate, creating the eligibility and then giving the donation.
- The leave type 45 (PH-Shared LV Donation) would be the selected leave. Where in the previous example we used annual leave or sick leave.

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HRMS Activity



Exercise:
Convert Personal Holiday into Shared
Leave Donation
Page 19



Summary of Donating a Personal Holiday

- We have identified how to verify an employee has a personal holiday to donate
- Identified the steps necessary to convert a personal holiday to be donated as shared leave
- Explained how to verify quota records created





Review Questions

1. What are the two different ways to verify an employees' quota balance for a Personal Holiday?

The Attendance System Change Report

(ZHR_RPTTM084), or you can use *Absence Quota* (2006) *infotype*.

2. True or False?

Agencies will need to create a quota correction for every employee to give their personal holiday each year?

False!

Quota corrections will only be needed for those employees hired after HRMS has processed the personal holidays for the following year.





Instructor notes:

Answers:

- 1. The Attendance System Change Report (ZHR_RPTTM084), or you can use *Absence Quota (2006) infotype*.
- 2. **False!** Agencies will only have to complete a quota correction for employee hired after HRMS has already processed the Personal Holiday run in December.

Return Unused Shared Leave



Note:

Refer to Office of Financial Management's website (http://www.ofm.wa.gov/resources/payroll/PRSharedsample_09_Bien.pdf) for sample calculations of returning Shared Leave

Return Unused Shared Leave

- When returning donated leave, agencies must specify what type of leave was donated so that the hours can be returned to the appropriate quota type in the donor's records
- The process of returning Shared Leave is very similar to initially donating Shared Leave
- Use Shared Leave Donation/Return (0613) to return the leave to the donor or the leave pool.







Instructor notes:

This process involves removing the unused shared leave from the recipient and returning it back to the donor's quota balance.

Communication is needed between agencies.

Note:

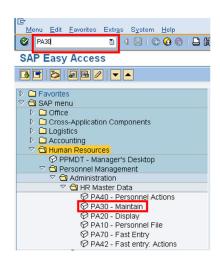
If there are multiple persons that donated leave to the recipient, you will need to manually calculate how much leave is returned (number of hours) to each recipient. For questions regarding the calculation of returning unused shared leave, refer to the **SAMM Manual** at http://www.ofm.wa.gov

HRMS **does not** automatically distribute the leave back to the donors. You will need to return leave to each of the donors separately.

Return Unused Shared Leave to the donor

■ To return unused shared leave, follow the menu path:
Human Resources → Personnel Management → Administration → HR Master Data → Maintain

 You can also use the transaction code PA30 (Maintain HR Master data)

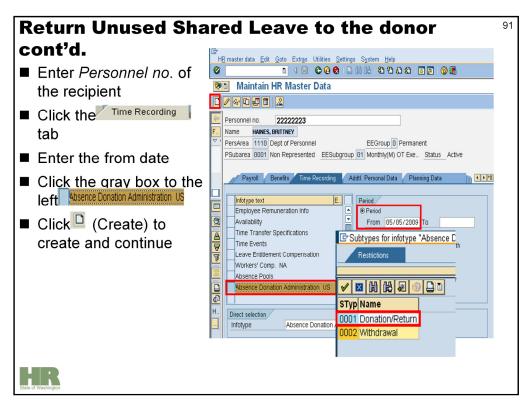






Tip:

Before you return unused shared leave back to the original donor, be sure to check the donor's *Basic Pay (0008)* Infotype to see if they had an increase in pay since their original donation.

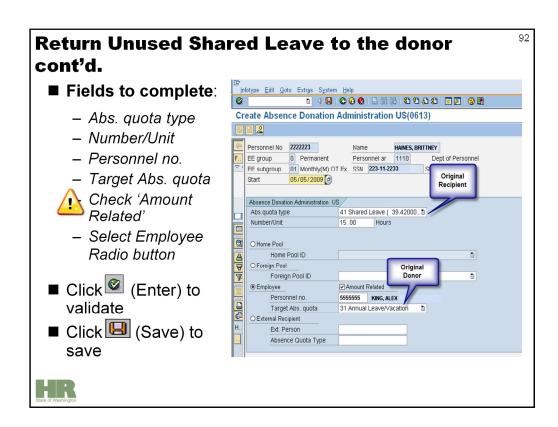




Once you click create, a Subtypes for infotype "Shared Leave Donation/Return" pop up box will appear- select Donation/Return

Note:

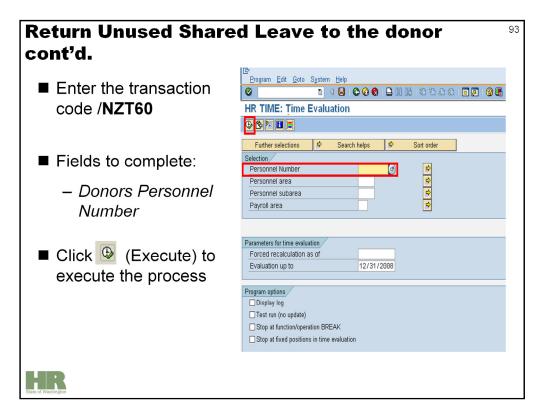
The from date is the date on which the recipient is no longer eligible to use shared leave





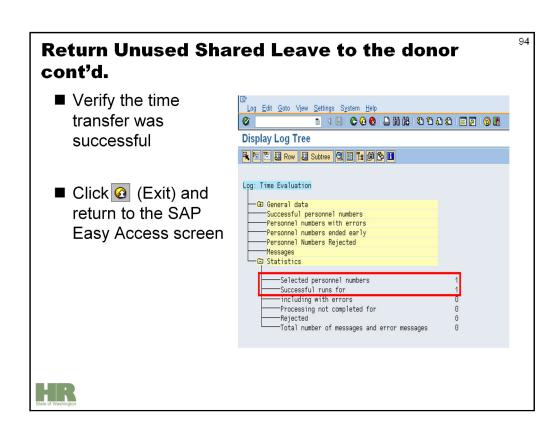
When returning unused leave, you must select the correct quota type to return.

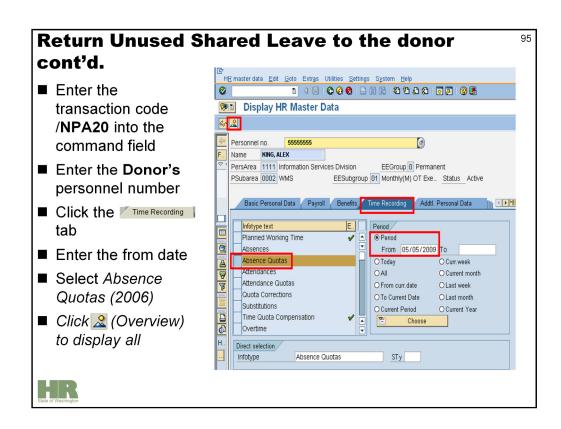
• For example: Employee donated annual leave, the recipient did not use all of the hours donated.

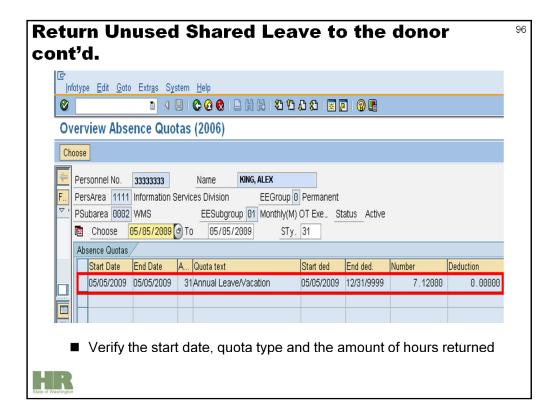




Run the time evaluation to return the unused time back to the donor.







Note:

You can also verify the successful return of the unused leave, by running the *Attendance System Change Report (ZHR_RPTTM084)*

When the recipient is returning unused Shared Leave back to the donor, HRMS considers the return a 'donation'

Once the leave has been returned to the donor, the amount of hours will appear in the **donation** column for the Recipient. The original donor's **Returned** column will show the hours that have been returned from the recipient.

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HRMS Activity



Exercise:
Return Unused leave to the Donor
Page 24



Review Questions

1. Which infotype is used to return unused shared leave back to the donor?

Absence Donation Administration (0613)

2. True or False?

When returning unused leave back to the donor you will select the quota type **Shared Leave** as the **Target Abs. quota** for the donor on the Absence Donation Administration(613)?

False. You will select the specific quota type the donor donated as the **Target Abs. quota** to return.





Instructor notes:

- 1. Absence Donation Administration (0613)
- 2. **False.** You will select the specific quota type that the donor donated. You will select shared leave as the quota type to take from, but you must specify which quota type to return to.

Section 3: Excess Vacation Accrual (EVA) and Justified Excess Vacation (JEV)



EVA and JEV Overview

- Upon completion of this section you will be able to:
 - Define EVA and JEV
 - Describe how EVA is generated within HRMS
 - Identify what to do if a change needs to be made to the EVA accrual
 - Create the eligibility period for JEV on an employee's record



- Annual leave hours in excess of 240 hours.
- EVA is generated on Day 5 of payroll processing by the Department of Personnel
- Quota type 40 (EVA) is created with a start and end date
 - The end date is the day before the employee's anniversary date
- Leave requests deduct from quota type 40 (EVA) then 31 (Annual Leave)







Instructor notes:

Excess Vacation Accrual (EVA) are any hours over 240 of annual leave.

- A process to transfer the annual leave hours that exceed 240 hours is ran after the final payroll for each pay period.
- This automated process creates two quota corrections. One is to deduct hours that are in excess of 240 from annual leave and the other is to create/increase quota type 40(EVA) with the numbers that were removed from the annual leave balance.
- EVA balances are set to expire (end dated) the day before the employees anniversary date.
 - End dated records are viewable in HRMS but they are not available quota for the employee to use.
- We're going to talk through a couple of scenarios and see how end dated quota appears in HRMS. Once again, this is another example how dates are key in HRMS.

■ EVA Overview

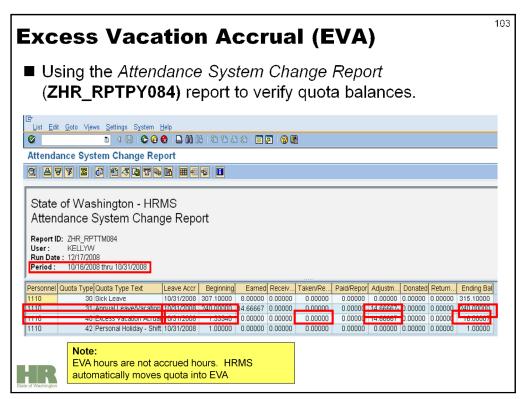
An employee has a quota type 31 (Annual Leave) balance of 235.0 as of the 15th of the month

- The accrual process completes on the 16th and creates quota type 31 (Annual Leave) for 14.66667 hours. The employee now has 249.66667 of annual leave
- On DAY 5 of payroll HRMS automatically creates two quota corrections. One to reduce quota type 31 (Annual Leave), and one to create or increase quota type 41 (EVA)



Instructor notes:

- This slide demonstrates how EVA is processed each pay cycle.
- On day 5 of payroll processing HRMS will automatically create a quota correction (2013) for quota type 31 (Annual leave) reducing the 9.6667 hours excess of he 240 max. HRMS will then create another quota correction create or increase quota type 40 EVA for 9.6667 hours.
 - Use Absence Quotas (2006) to view the quota correction entries. Or use the Attendance System Change Report (ZHR RPTPY084)
- EVA will have a deduction from date that will be the 1st or the 16th, depending on the pay period the employee accrued annual leave. The deduction 'to" date will be the day before the employee's anniversary





Here we are going to look at using the Attendance System Change Report to verify the payroll process. Normally this report would extend over several screens but some of the columns have been hidden so we can focus only on the quota types and balances.

- 1. The report was generated for the payroll period of October 16 through October 31, 2008. * click*
- 2. Looking at Annual Leave first, notice the beginning balance is 240 hours and the Earned amount is 14.66667 hours.
- 3. Continue across the same row, in the adjustment column you'll see a deduction (notice the negative sign) was made for the accrued amount leaving an Ending Balance of 240.0 hours. * click*
- 4. For the Eva quota this employee has a beginning balance of 1.33340, you notice that there is nothing in the Earned column because this is not an Earned quota type. HRMS automatically moves the quota into this bucket. * click*
- 5. Continuing across the row, in the Taken/Reported column you'll see 0.0 hours were used during this period. * click*
- 6. Moving to the Adjustment column you see a positive addition was made to the EVA bucket. * click*
- 7. Leave an Ending Balance of 16.0007 for the period.

■ Scenario #1

An employee's anniversary date is August 18.

- They submitted a leave slip for 8/15 and 8/16 to place them under 240.0 hours before their anniversary date.
- The leave slip was not entered into HRMS until August 25.

The automated EVA process has completed for the payroll cycle.

 The EVA quota balance is no longer available because it was end dated on August 17 (one day before their anniversary date).

Solution: This is a 'timing' issue and can not be resolved by the agency. You will need to contact the ISD Helpdesk providing details to have an incident created as the leave hours will need to be redistributed to the correct accrual bucket



■ Scenario #2

The EVA accrual should have never been created.

- Employees annual leave balance is 240 on the 15th. They turn in a leave slip for sick leave for the 13th of the same month for 12 hours.
- On the 16th, the automated EVA process has competed for the payroll cycle
- On the 17th the employee changes their leave slip from sick leave to annual leave.

Solution: Use the *Quota Corrections (2013)*, select the EVA that was created for the pay period, select the **delete**. Then run the Time Evaluation (ZT60) to reestablish the employee's leave balances.



■ Scenario #3

Returning unused EVA back to the original donor after the donor's anniversary has passed

An employee's anniversary date is January 18.

- The employee donated 30 hours of EVA to the recipient as shared leave
- It is March 1st, the recipient is no longer in need of shared leave and must return all unused leave.

Solution: Use the *Absence Donation Administration (0613)* to return the EVA back to the **donor.** The **start** date would be the actual day of the return.



Agencies are responsible for following state rules and considering them along with their Collective Bargaining Agreements and other agency policies.



Note:

If an employee donates EVA as shared leave prior to their anniversary date, and later (once the donor's anniversary has past) receives the unused hours of their donation the donor has until their next anniversary date to use the returned hours.

For example:

- ■Employees anniversary date is 4/1/09
- ■Donation date is 3/1/09
- ■Receives the unused leave back on 7/1/09

The employee who donated the leave now has until 4/1/10 to used the returned hours.

For questions contact OFM (http://www.ofm.wa.gov)

■ Scenario #4

An employee's anniversary date is February 1st. Their Annual leave balance is 240. Their annual leave accrual rate is 14.66667. The automated EVA process has completed for the payroll cycle

- Employee turns in a late leave slip dated 2/10 for 10 hours of annual leave.
- Adjustments are needed to both of the quota corrections that were completed via the EVA process to correct the employees Annual leave and EVA balances.

Solution: Run the **Attendance System Change Report** (**ZHR_RPTTM084**) identify the EVA adjustment column and subtract the hours on the leave slip. For example: 14.66667-10= **4.66667** hours. Access the *Quota Corrections* (2013) with the start date of the EVA process, select the Pencil (change) to enter **4.66667** into the hours and save.



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Justified Excess Vacation JEV



Justified Excess Vacation (JEV)

- JEV is a proactive process that is started by the agency through a director's approved "statement of necessity".
 - WAC 357-31-215
- Effective dates for the JEV period are created using Date Specifications (0041).
 - The JEV period is not monitored in the system; it's the responsibility of the agency to monitor and zero out the JEV balance when that time comes.
- HRMS will automatically create the quota type 34(JEV) balance.

- Use Absence Quotas (2006) to view the record.



JEV can't not be processed retroactively



Instructor notes:

- JEV is a proactive process that is completed at the agency level once a director's approved "statement of necessity" is created for an employee.
- The effective dates for JEV are created using the Date Specifications (041) infotype.
 - Question: Who remembers what two date types need to be created on the Date Specifications (41) infotype:

Answer:

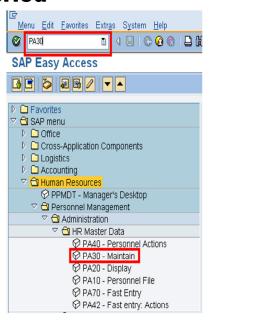
16- JEV Begin date 17- JEV End date

- Once JEV dates are established, this allows annual leave to automatically move to JEV for the approved timeframe.
- To use the JEV quota balance, will turn in a leave slip and the system will automatically deduct from the JEV balance
- The order of deductions by HRMS: JEV EVA Annual Leave



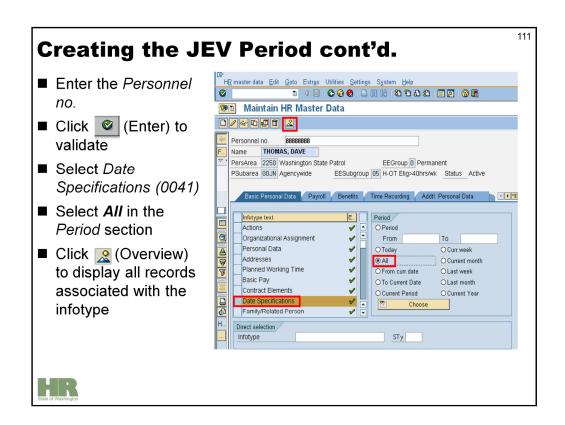
■ To display HR Master Data, follow menu path: Human Resources → Personnel Management → Administration → HR Master Data → Maintain

 You can also use the transaction code
 PA30 (Maintain HR Master data)

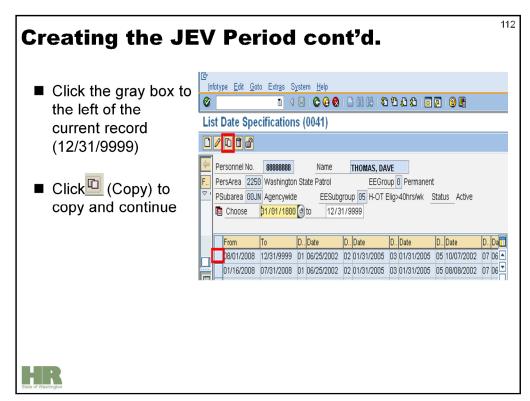


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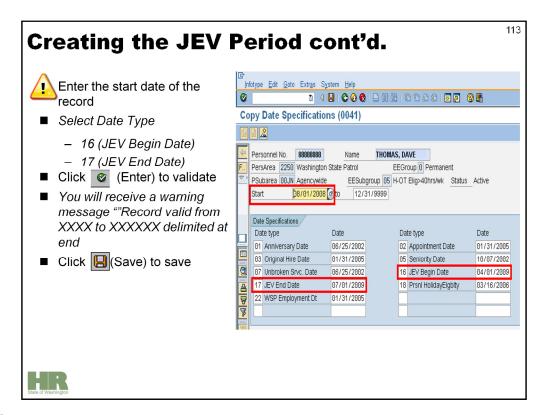


 Once you have received the approved 'statement of necessity' outlining the approved dates of JEV, you will need to establish the JEV dates on the Date Specifications (0041) Infotype.



Note:

- The current record will have a to date of 12/31/9999.
- By using the copy icon, you are end dating the current record, and creating a copy of the existing record to add the JEV period.
- Using copy also eliminates unnecessary re-keying of the existing dates that are still valid for the employee's record.



Note:

- If the start date is not changed on the record (Infotype 41), this will create a retro calculation.
 - How you will know you have forgotten to change the date- you
 will receive an warning message "this entry deletes a record". To
 clear the message, enter the new start date click enter to validate
 and save.
- Date type 16- JEV Start Date- Date that the employee will begin annual leave will be sent to JEV
- Date type 17- JEV End Date- Last day of JEV period
- Follow your agency business processes of monitoring JEV to reduce the JEV record when that time comes, as Department of Personal does not monitor.

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HRMS Activity



Exercise: Create JEV Page 27



Review Questions

1. What end date does HRMS create for EVA?

EVA hours are end dated one day before the anniversary date. Once EVA balances expire, the record will remain in HRMS but will be unavailable to the employee.

2. Which infotype is used to enter the JEV start and end dates?

Date Specifications (IT 0041)

3. True or False?

JEV dates can be entered into the system retroactively?

False! JEV can't not be processed retroactively





Instructor notes:

Allow the class time to write out the answers to the review questions before displaying/discussing the answers.

Answers:

- 1. EVA is end dated for the day before the employees anniversary. When EVA balances expire the record remains within HRMS but will be unavailable to the employee to use.
- 2. IT-41- Date specifications
- 3. FALSE!! JEV is a proactive process and should not be completed retroactively.

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Section 4: Manual Adjustments



Manual Adjustments Overview

- Upon completion of this section, you will be able to:
 - Create a quota correction to change the availability date of system generated accruals
 - Create a quota correction to replace the system generated accrual rate
 - Remove accrued quota from employees who leave state service
 - Define how to correct negative quota corrections
 - Additional Scenarios for quota corrections



Tip:

Agencies must be cautious when creating quota corrections to correct quota balances.

First review the reason for why the balance needs to be corrected.

When is it ok

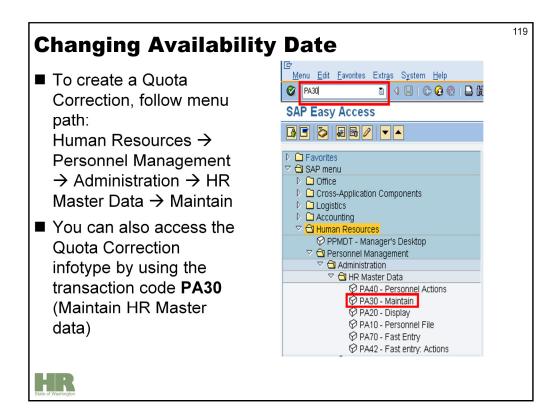
- •Accrual date of the system generated quota accrual needs to be changed.
 - •Example: The system generated quota needs to be reduced to zero and a new quota record needs to be created with the desired effective date. These are our "earn and burn" employees. If the system has not generated the accrual yet, you will have to create a tickler for you to go out and zero out that balance. It's all about timing and when you receive the leave slip from the employee.
- •The employee did not work long enough to meet eligibility rules to use quota and the agency wants to remove the system generated quota accruals.
 - •For example, the employee left state service prior to meeting their probationary period and we need to zero out the system generated accrual. This leaves a record that the system generated the time but the available amount is zero.
- •Employee accrued more quota than the agency has determined the employee is eligible le to earn and the agency wants to reduce the accruals.
 - •Agency will evaluate why the employee has not accrued correctly. For example master data entries (i.e. anniversary date, or other types of master data that affect employee accrual) have caused the incorrect accruals. Fix the master data and run ZT60 to correct the system generated accruals.
- •Actions that are not system related that necessitate the reduction of quota available to the employee
 - •Legal or other personnel actions that require removing the available quota or other reasons that are not master data related.

When is it not OK- You receive a late leave slip

•Enter the absences. By entering the absences HRMS will correctly record the deduction or generate the

Change the Availability Date of System Generated Accruals





Scenario:

Full time salaried employee worked 70 hrs. during the first pay period (1-15) of the month. On the 18th of the same month, the employee reaches the 80 hour requirement to earn their accrual. The employee turns in a leave slip for 6/19 for 8 hours of sick leave yet they do not have an existing sick leave quota balance.

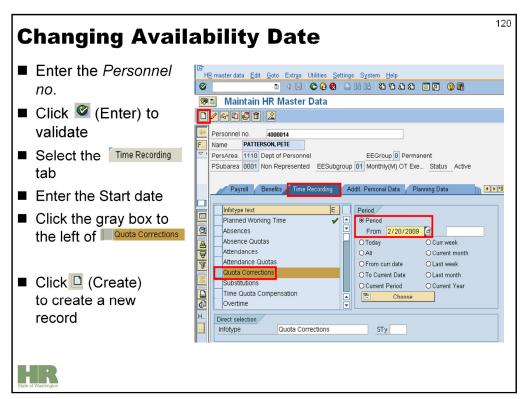
HRMS will give the employee their accrual when the payroll process begins for the second half of the month, however, the quota will have a 'Start' deduction date; of the 1st of the following month. Do a quota correction giving the employee the accrual the date they reach 80 hrs.



Instructor notes:

To prevent the employee from receiving double accrual, two quota corrections need to be completed.

- 1. Give the employee their accrual once earned
- 2. To zero out the system generated accrual





Quota Correction- To give the employee their accrual.

To give the employee their accrual, a quota correction is needed.

Enter the employees personnel number

Select the time recording tab

Enter the from date- this will be the date that the employee met the 80 hour requirement.

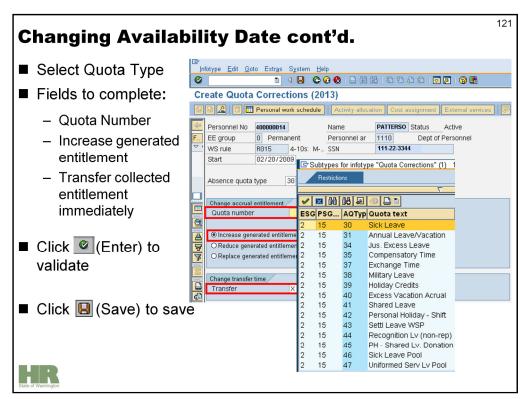
Select the quota correction

Click create

Note:

The start date of the quota correction will be the **day** that the employee met the 80 hour requirement

.

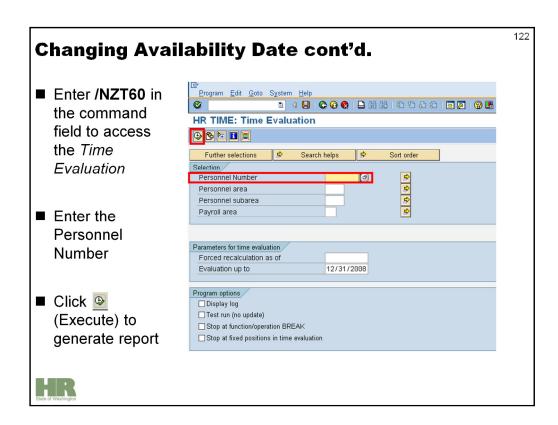


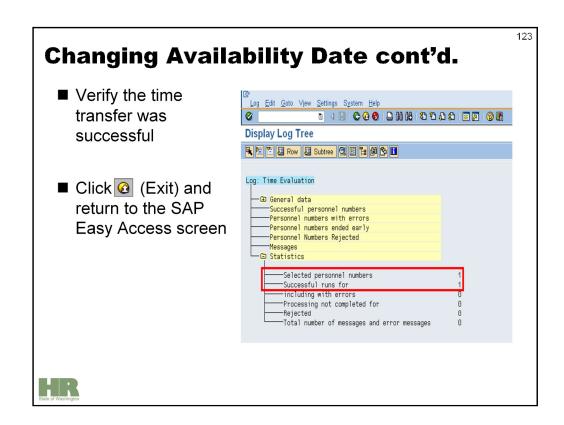


Select the correct quota type that you are correcting Enter the number of hours of the accrual Select Increase generated entitlement Transfer collected entitlement immediately.

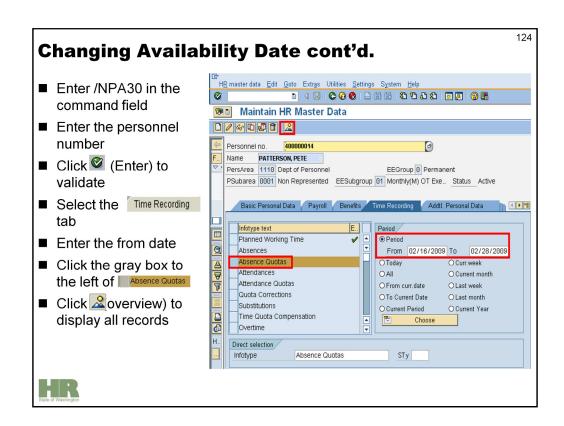
Click enter to validate your entries Click save to save the record.

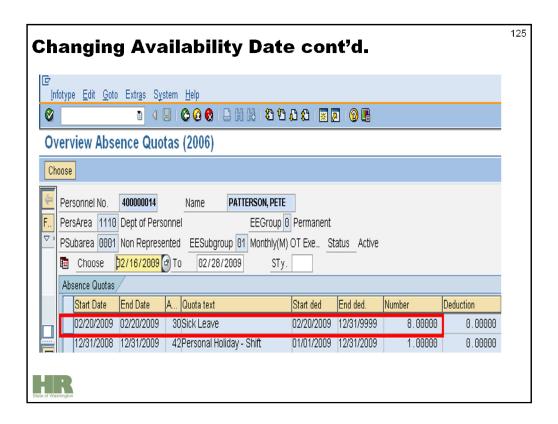
Once you click save a record will be created automatically by HRMS on the Absence Quota (2006).





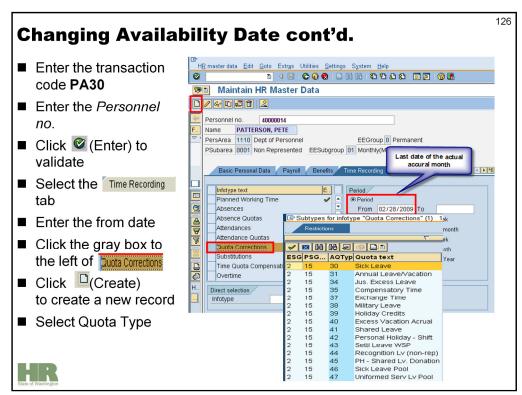
Once we have verified the successful run, will want to view the employee's absence quota





Note:

You can also use Quota Correction (2013) to verify the availability date was changed successfully and that the system accrued leave has been zeroed out.





To zero out the system accrual:

Enter the employees personnel number

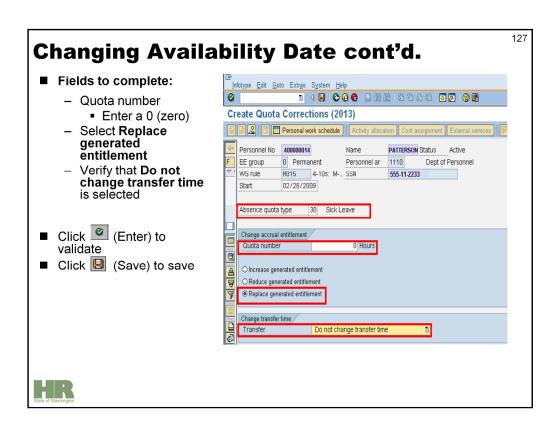
Select Time Recording Tab

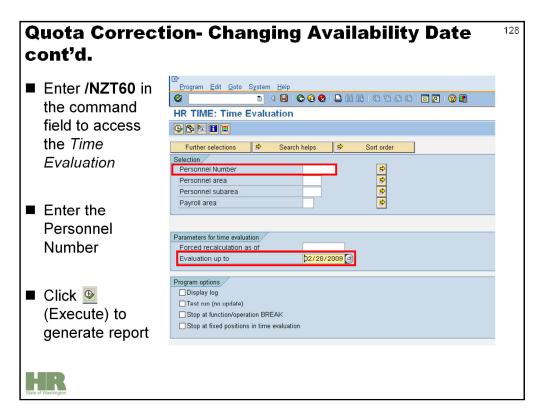
Enter the Start date- **LAST day of** the accrual month. By using the same date of the generated accrual this will not cause an orphaned record to be created. We will be talking about orphaned records later in the class.

Note:

Start date- should be the **Last day** of the accrual month. By using the same date of the generated accrual you will not create an orphaned record. (A record that is not attached to a quota accrual)

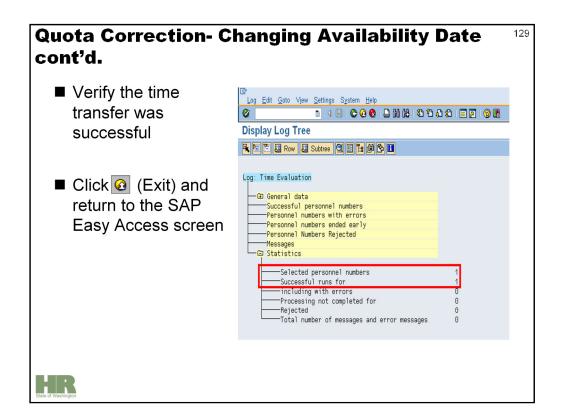
^{**} If HRMS has not generated the accrual for the employee, you will need to create a tickler file to go into HRMS and zero out the system generated accrual to avoid double accrual for the employee.





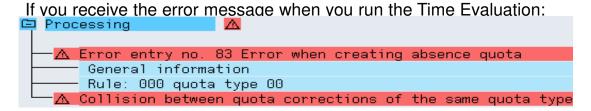


The final step in changing the availability date is to run the time evaluation to give the quota accrual to the employee.



Once we have verified the successful run, will want to view the employee's absence quota

Note:



Two quota corrections have been created for the same day where one correction either replaces (=) the entitlement and the other either reduces (-) or adds (+) the entitlement.

To correct this error, Access the employees *Quota Correction (2013)* determine which quota correction (either the reduce or add) and trashcan the quota correction that was made in error, then re-run the Time Transfer again.

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HRMS Activity



Exercise:
Change the availability date
Page 32



Replacing the System Generated Accrual





Instructor notes:

The following slides illustrate the steps necessary to correct the accrual, if the accruals can not be corrected by updating the employees payroll master data.

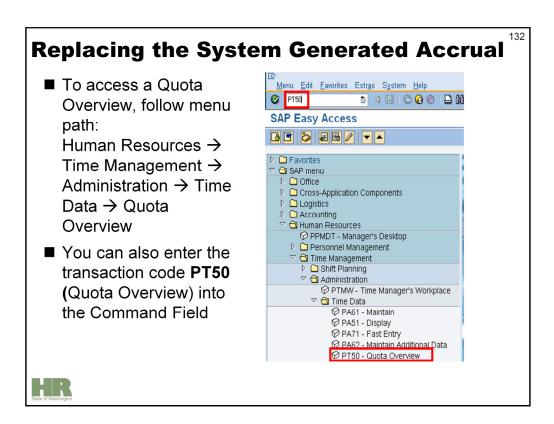
For example:

An employee was hired with accelerated accrual rates. As HRMS does not allow for system changes for accelerated accrual rates, a quota correction will need to be made to each month to replace the system generated accrual.

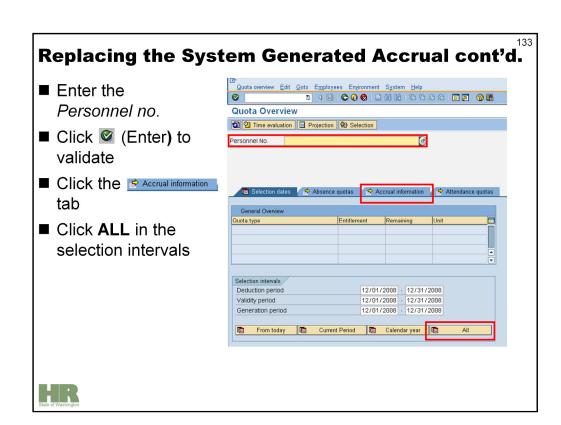
Note:

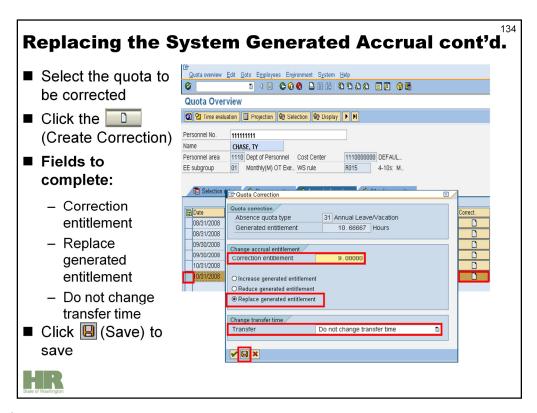
Before replacing the system generated accrual rate, agencies should evaluate why the employee has not accrued correctly. If master data entries (i.e. Anniversary Date or other master data that affect employee accrual) have caused the incorrect accruals, fix the master data and run the *Time Evaluation (ZT60)*.

Changes in working and/or paid leave hours can also affect the amount of system generated quota accruals. If the employee has accrued too much quota because the employee has more paid/working hours than entitled, correcting the working/paid hours will correct the system generated quota accruals when payroll and the *Time Evaluation* are ran again.



Another way to create a quota correction for an employee is by using the transaction code PT50 (Quota Overview)



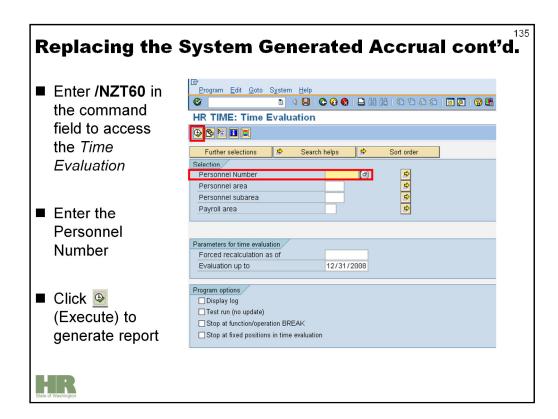


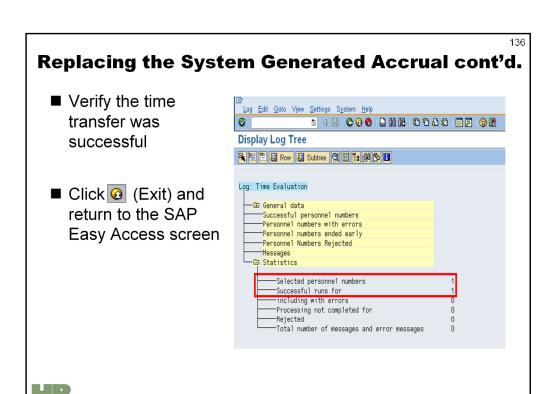


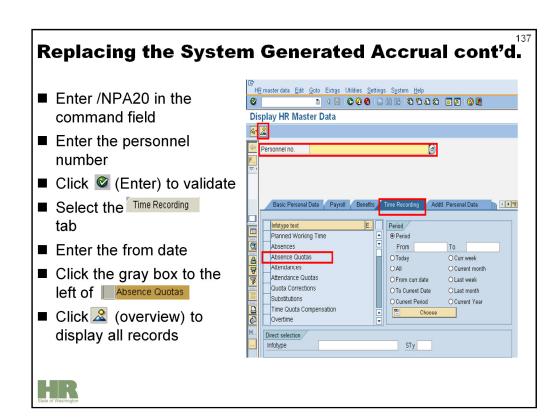
Click the gray box to the left of the accrual that is needs to be corrected.

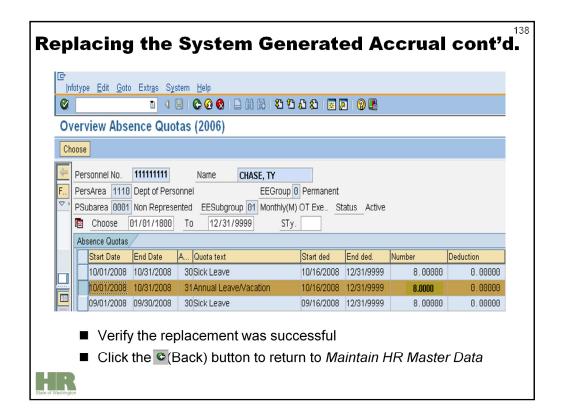
Select the correction icon to the left (pierce of paper)

The screen that appears is the Quota Correction screen. It is the same information that appears on the actual 2013 Quota Correction









Note:

If quota accruals have been reduced that already have been used by deductions from absences or quota compensation records, a reevaluation and redistribution of quotas and deductions may be need to be performed to correctly apply deductions to the right accruals.

Contact the Department of Personnel, ISD Helpdesk (360)664.6400 or HELPDESK@dop.wa.gov for assistance.

Removing Accrued Leave





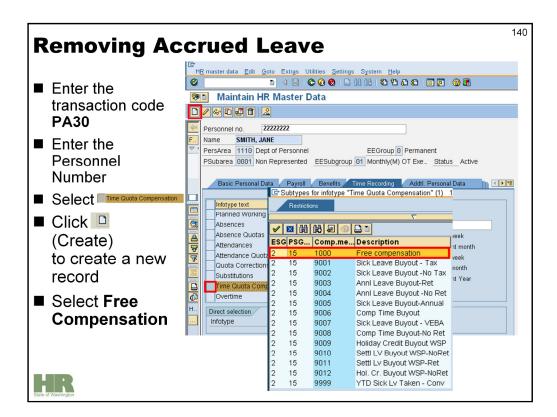
Instructor notes:

If there a directive (legal or other personnel actions that require reduction of quota balances available)

You can reduce the quota balance by creating a Time Quota Compensation (0416). Contact the ISD Helpdesk for assistance when creating a Quota Compensation

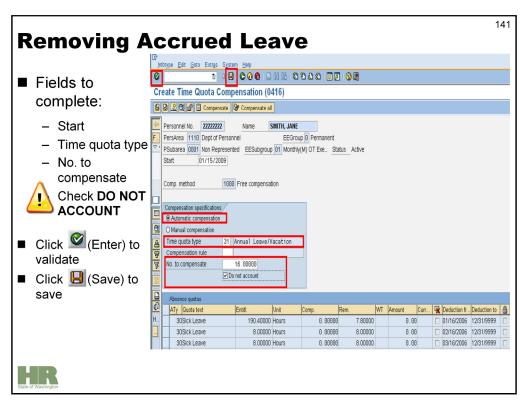
Note:

Refer to the User Procedure *Quota_Removing Accrued leave* for assistance in removing leave.



Note:

Agencies can reduce the quota balance and the availability of quota by increasing the amount deducted from available quotas. Create a *Time Quota* compensation (0416) record with the desired quota type and hours.





Enter the start date Select the correct quota type to correct

Enter the number of hours to adjust

Check Do not account- if this is left unchecked it will compensate the employee for the amount of hours entered in the number to compensate field.

Click enter to validate your entries.

Save.

VERY IMPORTANT:

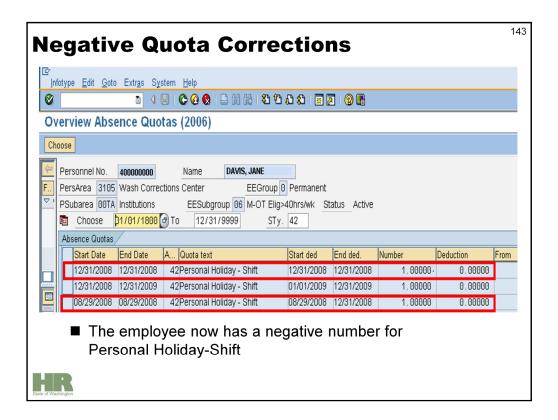
Agencies must select the "Do Not Account" box or the quota hours entered will be paid.

Negative Quota Corrections





If creating a quota correction to reduce the hours, you **must** key in the system generated accrual date, otherwise this will create an orphaned record (a record with a deduction entered, but no accrual record with the start that matches the correction entered.)



Scenario:

Agency was verifying the steps of converting an employee's personal holiday to be donated for shared leave. When verifying the *Absence Quotas (2006)* it was noted that the employee has a negative quota type 42 as well as a positive quota type 42.

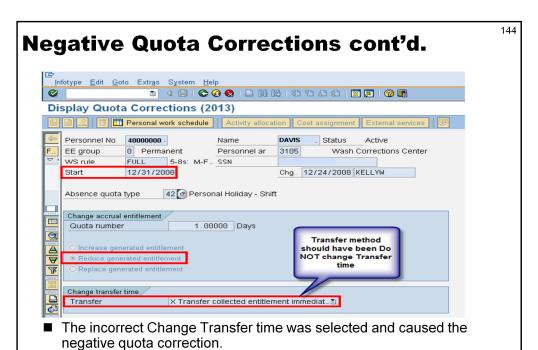
We need to check the employee's quota correction (2013) to view where the error made

To view: use PA20/Quota Correction/ key 42 into the subytype field. Select overview.

Note:

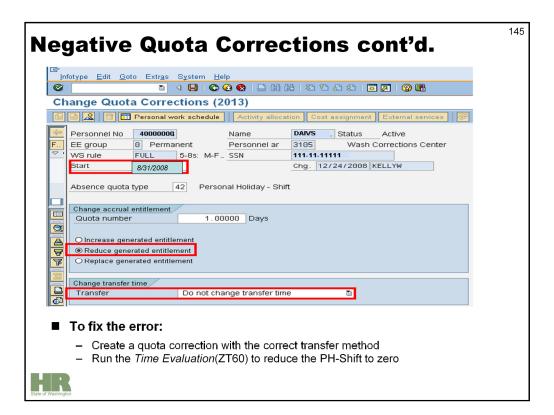
To determine where the error was created:

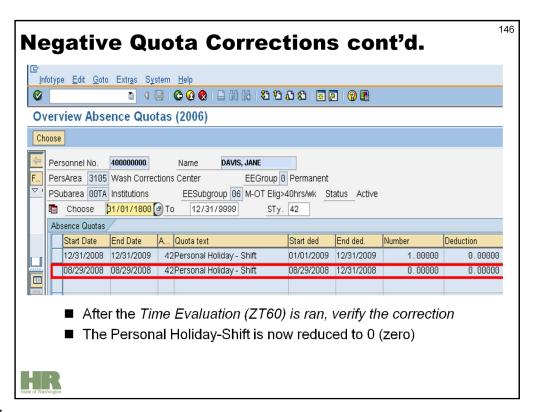
Use the transaction code **PA20** (display HR Master date), select Quota Correction (2013) enter 42- Personal Holiday- Shift into the Subtype in the infotype direct selection and choose overview.



■ Should be **Do not Change Transfer Time**









Once you fix the quota correction with the appropriate transfer method and run time evaluation the personal holiday shift is reduced to zero.

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Additional Scenarios



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Troubleshooting Common Quota Questions

- Scenario # 1 Employee did not accrue quota as expected:
- Enter the Transaction code **PA20** to check the following infotypes:
 - Absence Quotas (2006) Check to see if a record exists
 - Planned Working Time (0007) Verify the Additional Time ID field is set to "00" or "02"
 - Payroll Results 2 (9402) Verify the employee has sufficient hours worked to accrue leave
 - Date Specifications (0041) Verify the dates are correct
 - Payroll Status (0003) Verify that the PDC error indicator is not checked
 - Actions (0000) Check if the employee is "active" at the end of the accrual month
 - Organization Assignment (0001) Verify the employee belongs to the accrual agency
 - Run Time Evaluation with displayed log checked.



Instructor notes:

If your employee did not accrue quota as expected things use the transaction code PA20 to display the employees record.

First check the Absence quotas infotype to verify that a record was created.

Next you want to check that employees Planned Working Time (0007) is set up so the employee will accrue leave- verify that they have either a 01, or 02 in the additional time id field.

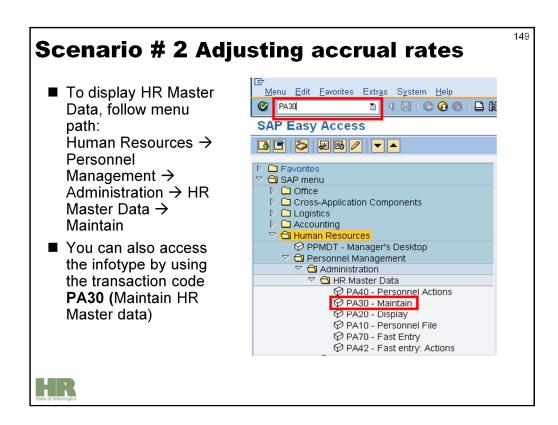
Then you will want to verify the employee's Payroll Results 2 to verify that the employee worked enough hours to accrue leave (80 hours)

Verify that the Date Specifications (41) infotype has the required date types to accrue leave- 01, 03 and 07

Check the employee's Payroll Status infotype: check that the PDC error indicator is not checked- if this is checked this indicates that the employees time evaluation did not process correctly Run the Time Evaluation (ZT60) with the log checked to see what and when the error occurred.

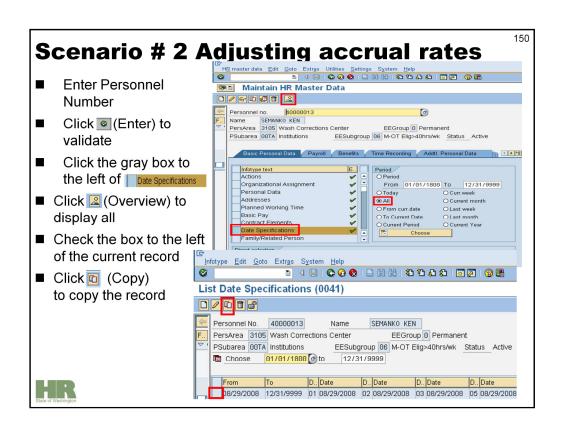
Actions infotype to verify that the employee was in active status for the entire pay period in question. Next you will want to view the Organizational Assignment infotype to see if there were any changes to the employees' accrual agency.

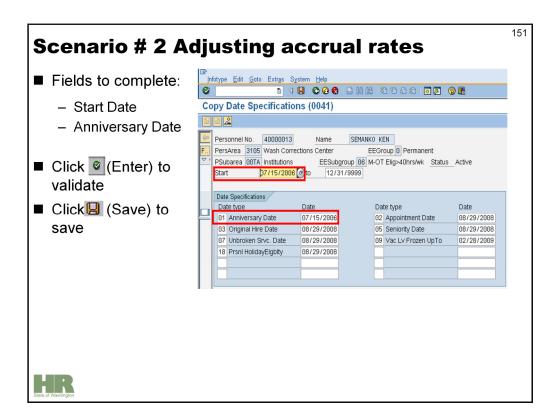
Once you have viewed all infotypes, make the necessary corrections and run the time evaluation with the display log checked.



Scenario:

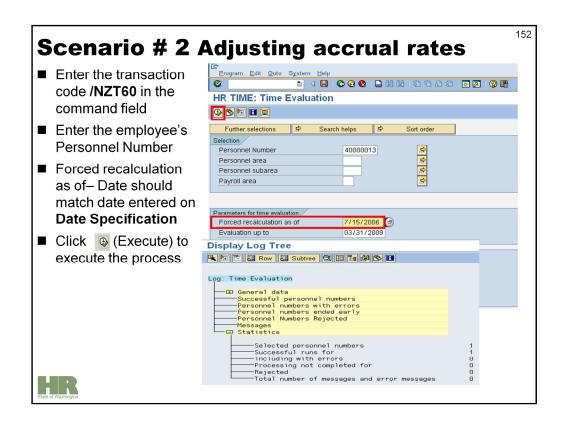
A rehired employee's anniversary date needs to be adjusted for prior state service. The employee currently accrues 10 hours of annual leave, with the adjustment of the employee's anniversary date the employee should be accruing 10.66667 hours.







Start date should be effective date Make the adjustment to the employee's anniversary date Press enter to validate and save



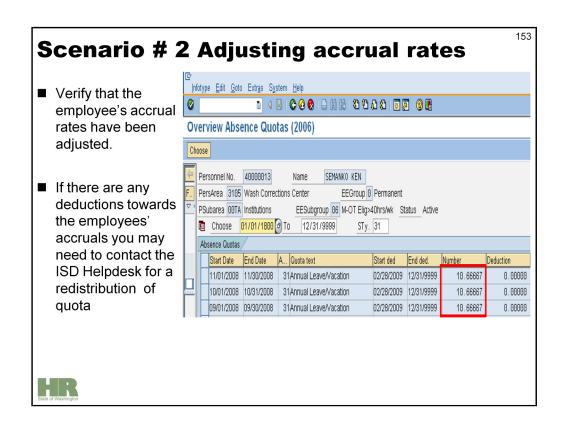
Because you have adjusted the employees anniversary date, additional leave accrual is due to them.

Access the Time Evaluation (ZT60)

Enter the PERNR for the employee

Under the **Parameters for time evaluation** enter the same start date that was used on the Date Specifications (0041).

Verify the evaluation was successful

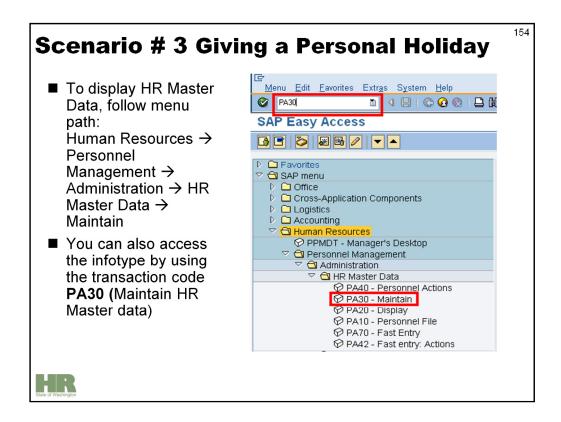


The final step is to View the employees **Absence Quotas** to verify that the accrual rates have been updated. If the employee has deductions already attached to a quota accrual, and there is still leave available

(For example: After the adjustment to the employees accrual rates, the employee accrued 10.66667 of Annual leave for October

the deduction field shows that 9 hours have been used for this accrual (as the employees old accrual rate was 9 hours)

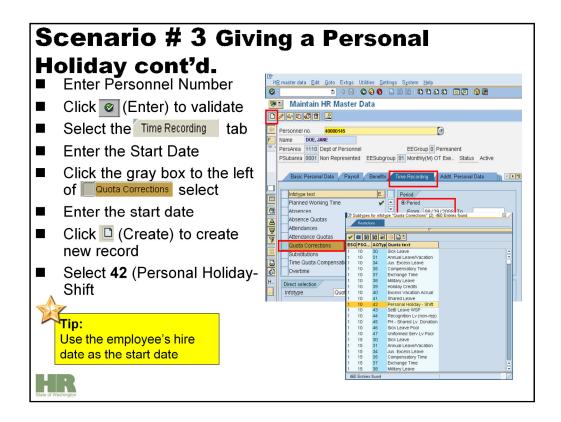
The employee accrued 10.66667 of leave in November and the deduction field shows that 7 hours have been used for this accrual. As HRMS is a "first in' first out" a redistribution of time will be needed, as the October accrual still has an available balance of 1.66667



This is a one time process for employees hired from January 1st through December 1st. This will require a manual accrual for their Personal Holiday. This will be processed by the Leave Corrections Processor by completing a Quota correction.

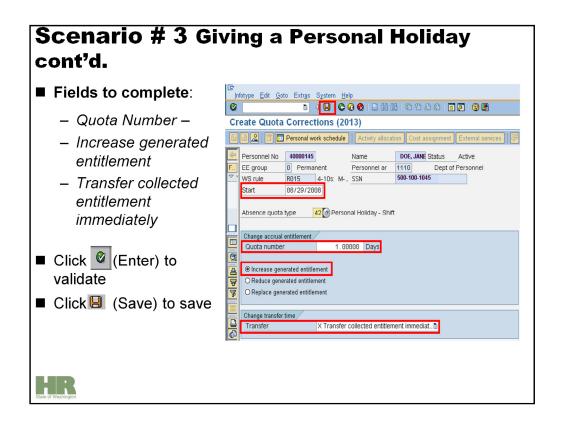
For new employees who are eligible for a Personal Holiday and are hired between Jan 1 and Dec 1 will need to have their personal holiday quota balance given to them via a quota correction

This is a onetime action as each December HRMS will automatically give



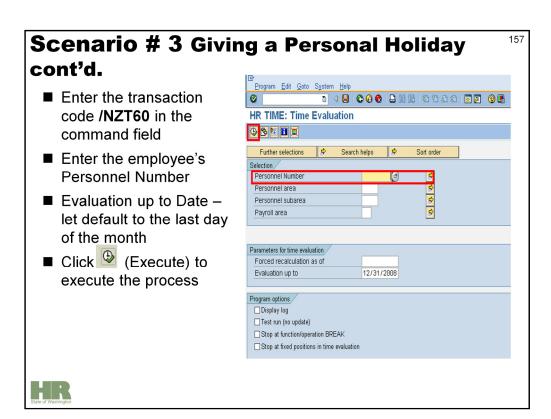
Tip:

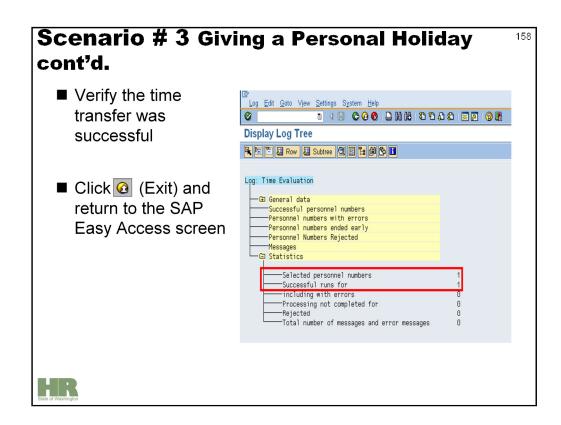
Before completing a quota correction, **first** verify that the employee has date type **18-**Prsnl HolidayElgblty created on their *Date Specifications (0041) infotype.*



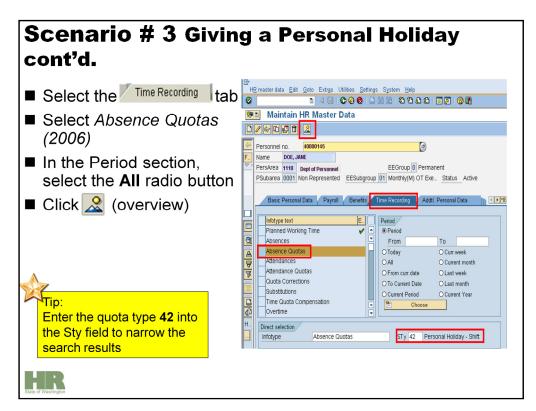
Note:

After you click save, you will want to run the **Time Evaluation (Zt60**) to transfer the quota to the employee.





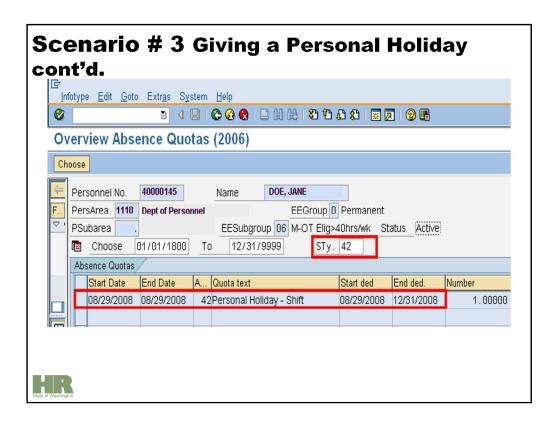
Once we have verified the successful run, will want to view the employee's absence quota

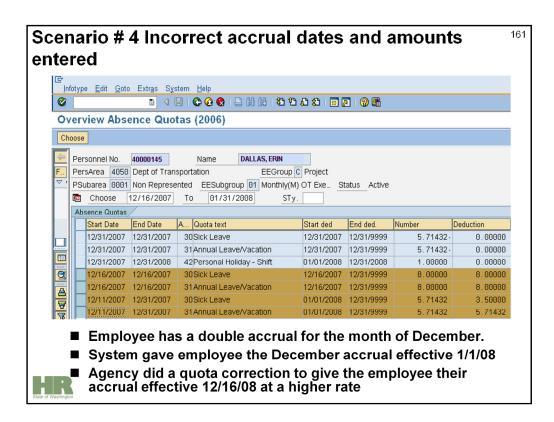




Once the Time Evaluation has processed, verify the employees record that has been created. Access the employee's *Absence Quotas (2006)*

Narrow the search results by entering the quota type 42- Personal Holiday-Shift in the STY (subtype) field.







Employee earned leave for December 2007 in the second half due to insufficient hours in the first half of the month. The Start date of the employees accrual is 1/1/2008 with a rate of 5.71432.

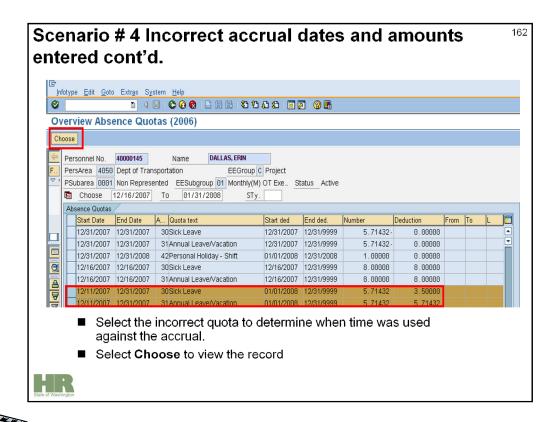
The agency did a quota correction to give the employee their quota accrual of 8 hours effective 12/16/08.

This employee now has a double accrual for the month of December.

Note:

Employee earned their December '07 leave accrual (5.71432) in the second half of the month due to insufficient hours in the first half. (Start ded 1/1/2008)

The agency gave the employee the accrual of 8.00000 effective 12/16/2007 (Start ded of 12/16/02007). The accrual amount is incorrect as well as the effective date. The start ded date should have been the day the employee met the 80 hour requirement.

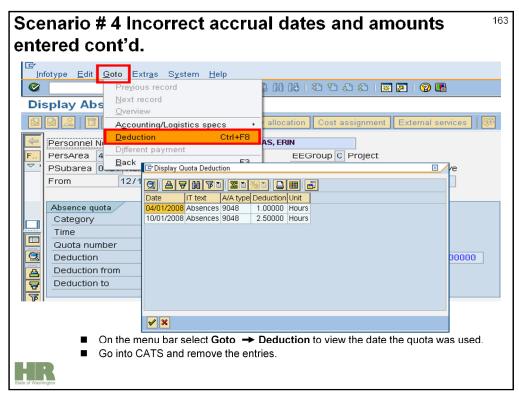


The time that was used for each of these quota types needs to be determined and removed from CATS. If these entries are not removed, they will be 'orphaned' records. Quota sitting on a zero accrual.

Note:

Once you have determined the date the hour has been used, you will need to access CATS to remove the entry. If the entry is not removed, it will cause the hour sitting on a zero quota.

Once the corrections have been made, enter the time back into CATS.





Once you have determined the date the hour has been used, you will need to access CATS to remove the entry. If the entry is not removed, it will cause the hour sitting on a zero quota.



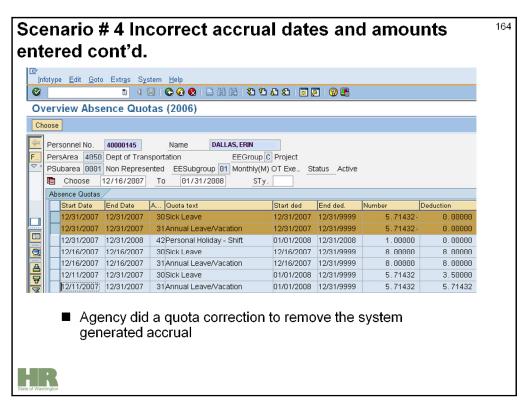
Tip:

Put your cursor in the *deduction field* and double click to display when the deduction was taken.

Note:

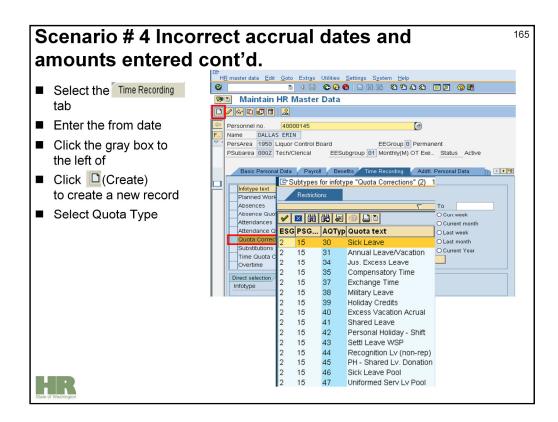
If the leave was taken within the current month or two, remove the entries from CATS.

If the leave was taken was used in multiple months, to adjust the leave balances you will need to call the ISD Helpdesk for a redistribution of time.



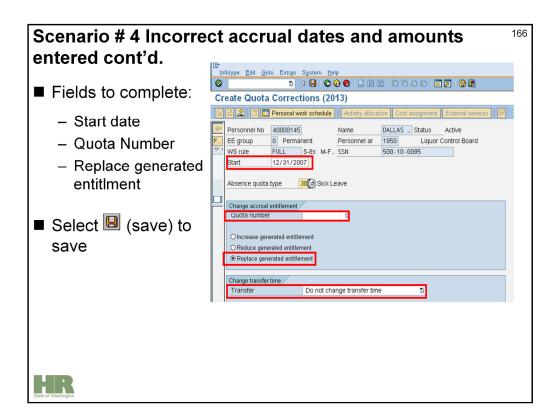


To correct this the agency tried to do a quota correction to reduce the incorrect hours. As a negative number appears in the number column, we know that the quota correction was not processed correctly.





Now that we have determined when the employee used the leave, and have removed the entries from CATS, lets determine we now need to create a quota correction to remove the negative quota to reduce the employee's quota balance.





Scenario # 5 System allowing negative time to be 167 entered

■ It is possible to run the *Attendance System Change Report* that shows a negative leave balance.

■ Possible causes:

- Quota correction (2013) entered incorrectly
- Quota correction (2013) used to manipulate leave balances
- Absence sitting on a zero accrual

■ To do:

- Quota Correction (2013)- view to determine why the quota correction was created
- Absence Quotas (2006)- view to see if something has changed that caused the original accrual to be zero





Instructor notes:

HRMS does not allow agencies to enter time for an employee that is not available to them. It is possible to run the Attendance System Change report (084) that shows a negative leave balance.

This is usually caused by a quota correction being entered incorrectly or an absence sitting on a zero accrual.

Many times agencies are using quota corrections to manipulate leave balances, yet HRMS does not recognize quota corrections in the way.

To fix, first you will want to determine why the quota correction was created.

Absences sitting on a zero accrual will also give an incorrect leave balance. To fix-check the employee's Absence Quotas (2006) to see if there was a change made to the employees record that caused the accrual to change to zero

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Scenario # 6 Quota Buyouts

- Quota buyout Process of buying out an eligible employee's quota balance
- Quota Buyouts are completed in *Time Quota Compensation* (0416)
- Some examples of buyouts include:
 - Annual Leave (retirement, separation)
 - Sick leave (retirement, separation)
 - Sick leave (annual buy-out process)
 - VEBA (retirement)
- Each agency may have unique rules, situations and procedures for quota buyout check with your agency or bargaining unit for more specific instructions and parameters





Instructor:

Explain what a quota buyout is Explain on which infotypes the quota buyout is performed Describe what a Annual Leave buyout is:

When an employee retires from State service and their agency participates in VEBA (VEBA= Voluntary Employees' Beneficiary Association)

the employees sick leave cash out will be put into a trust account that can be used for their medical costs. This trust account is called VEBA.

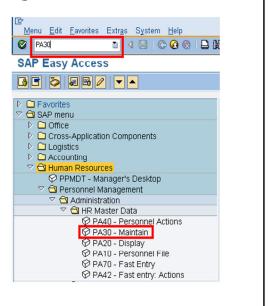
The process of a VEBA buyout can be completed during the separation action PA40 or can be created using the transaction code PA30 and creating a Time Quota Compensation. For the steps of processing a VEBA buyout, refer to the **Additional Information** section in the back of your training guide!

Scenario # 6 Quota Buyouts cont'd.

To create a quota buyout, follow menu path:

Human Resources →
Personnel Management
→ Administration → HR
Master Data →
Maintain

 You can also use the transaction code PA30 (Maintain HR Master data)



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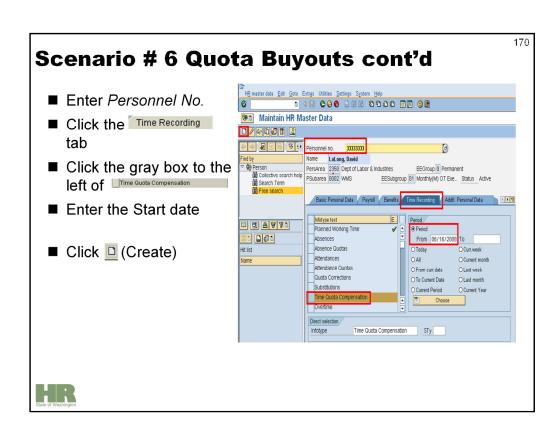


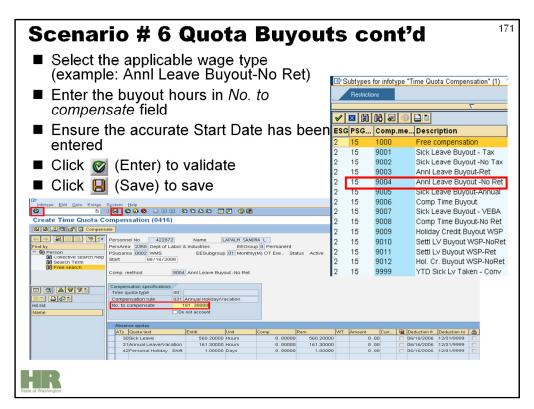
Instructor:

Create a buyout for an employee who terminated from state service for whatever reason.

First thing to do: go to the employees Absence quotas (2006) to verify there is no leave entered against a 0 balance

Before you begin the buyout process you first want to check the employees record to make sure the buyout amount is accurate







Enter the start date- Make sure the start date is the last day of their employment so they will be paid on their last day.

No. to Compensate = Total eligible hours

The rate of pay is based upon the employee's hourly rate if the employee is hourly. If the employee is salaried, the hourly rate is determined by dividing the period salary by 87 (2088 annual hours / 24 payroll periods)

Scenario # 7 Determining an employees Career Shared Leave balance

- Career Shared leave is tracked using the absence type 9941
- Each Shared leave absence taken in HRMS is added to the Career balance in 9941
- This report is used to monitor Career Shared Leave balances for employees
- Access the Cumulated Time Evaluation Results: Time Balances/Wage Types report using the transaction code
 PT BAL00



Note:

This report can be ran by the:

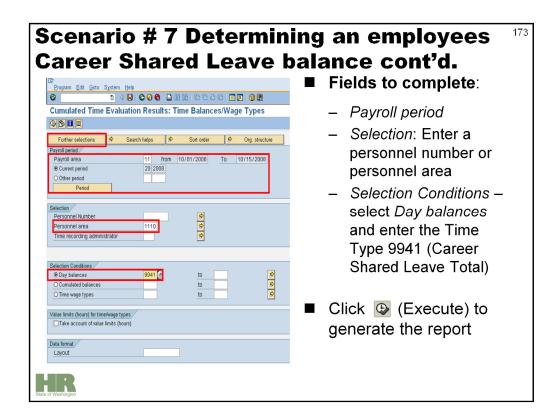
- Payroll Processor
- Time and Attendance Processor
- Time and Attendance Inquirer
- Time and Attendance Supervisor

Note:

Use Sick Leave Over 480-Non eligible report (**ZHR_RPTPY007**)to identify. This report is provided to agencies three times a year, by the Department of Personnel, but agencies do have the ability to run this report for one or more employees if corrections are needed.

Use the Logged Changes in infotype data (**S_AHR_61016380**) as an audit tool to ensure the correct information was keyed into the system.

Use the Display Working Times (**CATS_DA**) report as an audit of all entries keyed in an employees Cross Application Timesheet (CATS) screen.



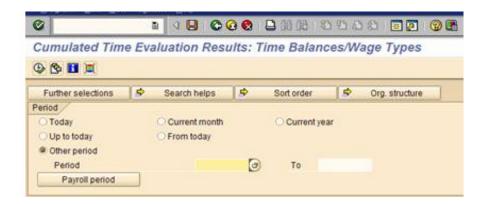


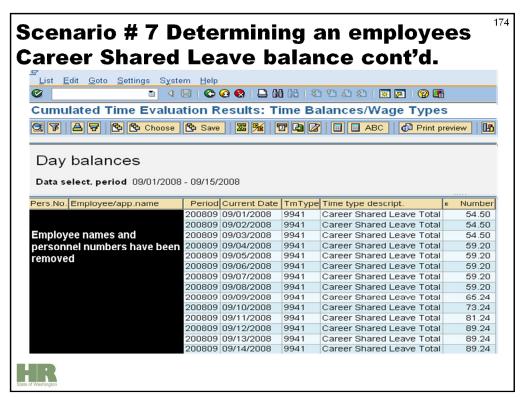
Tip:

Select further selection to add personnel area to the selection criteria screen.

Tip:

Click the **Period** button to display more selections for the reporting period:







Note:

Per WAC 357-31-400 The Career Shared Leave maximum is 261 days Career Shared Max amount: 261 days (1 day = 8 hours) 8 x 261=2088 hours.

Note:

To verify shared leave balances from PAY1

As Career Shared Leave is not stored as a quota balance on *Absence Quotas* (2006- You can view an employees beginning/conversion balance via: Transaction code **PA20**

Enter the employee's personnel number, select *Time Transfer Specification (2012)* select overview

Each employee should have only one record on their *Time Transfer Specification* (2012) which represents amounts converted for the employee at go live.

Review Questions

1. True or False

If an employ does not accrue quota as expected you should first do a quota correction to give the employee the correct accrual amount?

False! First check the infotypes that affect quota accrual to determine why the employee did not accrue the correct quota balance, make the necessary corrections, then run the Time Evaluation to give the employee their accrual.

- 2. On which infotype are buyouts created? The Time Quota Compensation (0416).
- 3. Which report will display an employees career shared leave balance?

The Cumulated Time Evaluation Results (PT_BAL00)





Instructor notes

Answers:

- 1.False! First check the infotypes that affect quota accrual to determine why the employee did not accrue the correct quota balance, make the necessary corrections, then run the Time Evaluation to give the employee their accrual.
- 2. The Time Quota Compensation (0416)
- 3. Time Cumulated Time Evaluation Results (PT BAL00)

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Summary

- Throughout this course you have learned to:
 - Define new terms and key components of quota accruals
 - Define how to view employee accruals
 - Create and maintain shared leave quota for both same and cross agency donations
 - Create a manual adjustments
 - Create a leave buyout during the separation action
 - How to access and run HRMS reports



Instructor notes:

Refer class to the Additional Information in the back of the training guide. The information included:

Sick Leave Pool as well as the Uniformed Services Shared Leave Pool- Learn how to make an employee eligible, donate and return back to specific pool

How to process a VEBA buyout for an employee who is retiring from state service.

Resources 177

■ The following resources are available for your use:

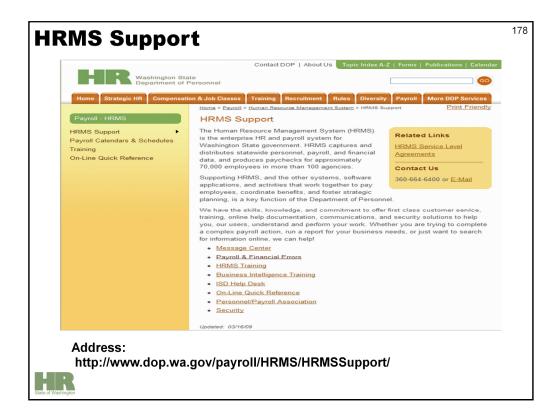
- ISD Help Desk (360) 664-6400
 - helpdesk@dop.wa.gov
- The Office of Financial Management
 - http://www.ofm.wa.gov
- The Department of Retirement Services
 - http://www.drs.wa.gov
- The On-Line Quick Reference
 - http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx
- HRMS Support
 - http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/defau lt.aspx





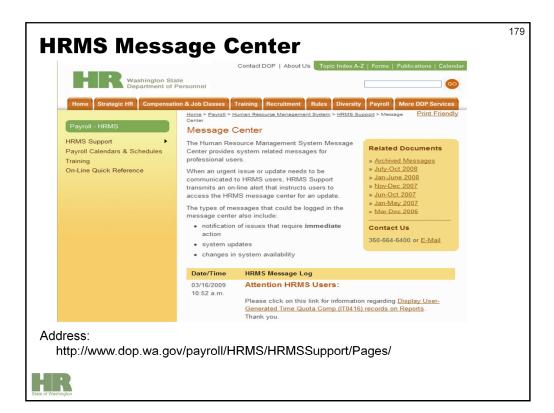
Instructor notes-

Please show end users the materials available on the HRMS End User Website.





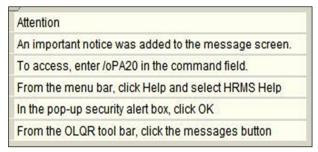
The **HRMS Support** website is a point of contact for internal and external clients of DOP's Information systems, websites and internal networks.



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ZAlert System Messages

- Messages are sent by the ISD Customer Support unit and will appear when logged into the system or when first logging in.
 - ZAlerts will last up to 2 hours after being displayed. Once the message has expired you will no longer see the message.
- Messages will vary and may contain information regarding payroll pick-up or may direct you to the HRMS Message Center.





Question and Answer







Instructor notes -

At this time answer any un-answered questions and make sure that all questions from the parking lot have been addressed or will be followed up on.

Training Evaluation

■ Please take a few minutes to complete the course evaluation and participant assessment prior to leaving.



Thank you for your participation



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Additional Information



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Sick Leave Pool



Sick Leave Pool Overview

- Employee's are eligible to participate in the Sick Leave Pool after completing one year of continuous service and accruing at least forty-eight hours of sick leave
- Refer to the user procedure Sick Leave Pool Create Eligibility and Sick Leave Pool Create the Donation and Return on the OLQR for assistance.





Instructor notes:

The Sick Leave Pool was created to allow employees who wanted to donate leave, but did not have a particular employee in mind to donate to, donate leave to eligible employees.

Employees are eligible to participate in a sick leave pool after one continuous year of state employment and after accruing at least forty-eight hours of unused sick leave. Participation in the sick leave pool is voluntary on the part of the employees;

Participating employees are eligible to use sick leave from a pool only when they have a personal illness, accident, or injury and they have exhausted their personal holiday and all of their sick, vacation, and compensatory time.

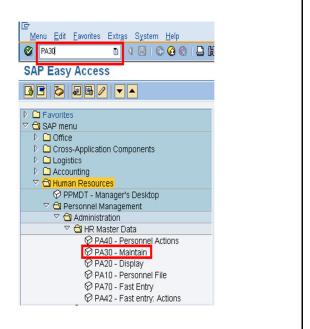
If an employee decided to no longer participate in the sick leave pool they are not eligible to withdraw the days of sick leave that they donated to the pool.

Note:

For questions regarding the Sick Leave Pool, please refer to **RCW 41.04.680**

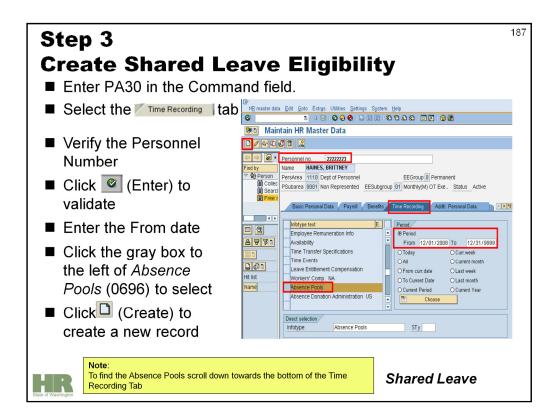


- To create the Sick Leave Pool Data, follow menu path: Human Resources → Personnel Management → Administration → HR Master Data → Maintain
- You can also use the transaction code
 PA30 (Maintain HR Master data)



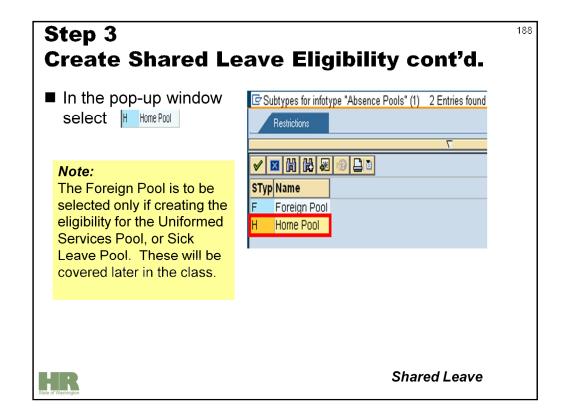
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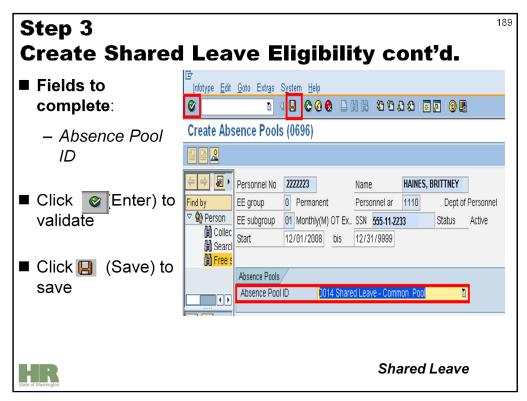




- Let the group know that they will have to scroll to the bottom of the infotype list when they select the Time Recording tab to find the Absence Pools (0696) infotype.
- Entering the start date here will automatically pull the date into the created record.



- When clicking the Create button the "Shared Leave" selection box will pop up.
- Select HOME POOL



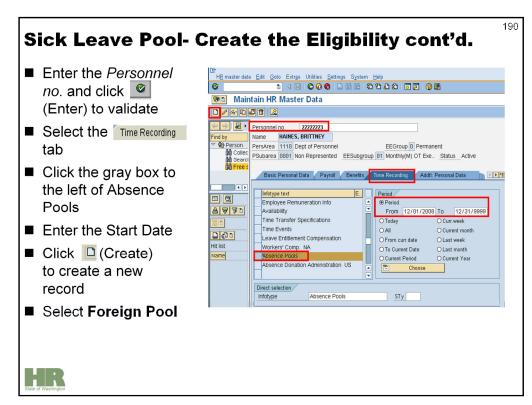


- Ensure the Start and End date cover the entire timeframe of the donation.
- If you forgot to key the dates in the previous screen you can enter them here.
- Select Shared Leave Common Pool
- Click enter/save
- You have successfully made the employee eligible.

Note:

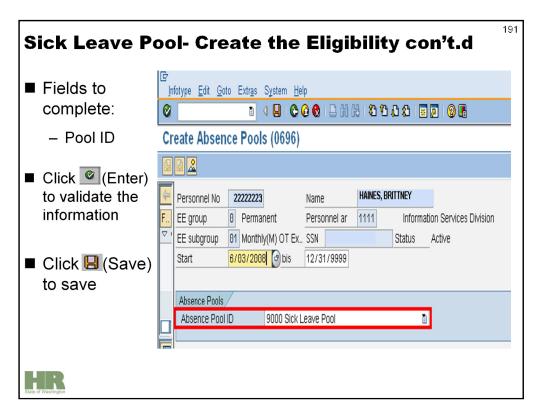
This step must be completed for the donor and the recipient.

| Steps of Shared Leave | |
|--|--|
| Donor | Recipient |
| 1. Verify Quota Balance | 1. N/A |
| 2. Establish and verify base rate for shared leave | 2. Establish and verify base rate for shared leave |
| 3.Create shared leave eligibility | 3. Create shared leave eligibility |
| □ 4. Create shared leave donation | □ 4. N/A |
| □ 5. Verify the donation (416) | □ 5. Verify the donation (2013) |
| □ 6. N/A | □ 6. Run the Time Evaluation (ZT60) |



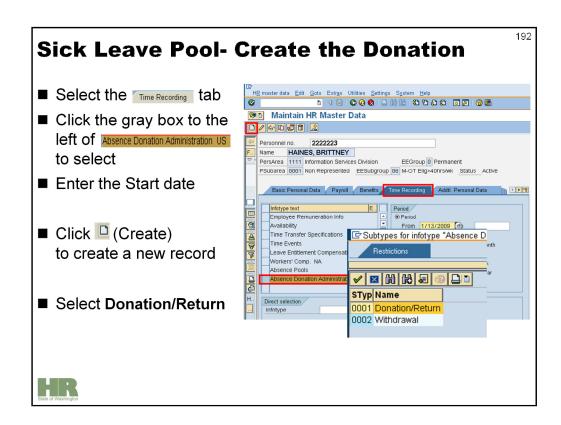
Note:

In order for an employee to use, or donate to the Sick Leave Pool, the must have **both** their Home Pool and Foreign Pool eligibility established. Refer to use Procedure: **Sick Leave Pool – Create Eligibility** on the OLQR



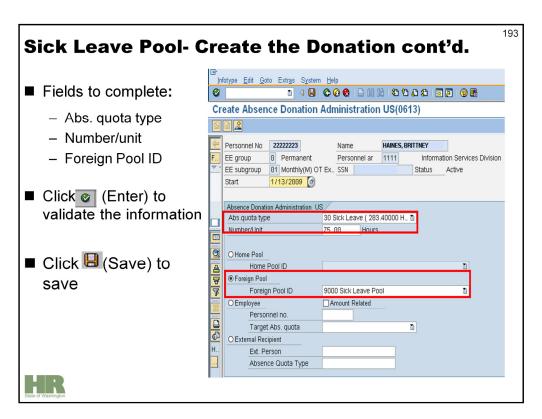


The word 'bis' for the end date is German.



Because we are creating the sick leave pool donation- we will select the Donation/Return from the subtypes pop up.

If your employee was withdrawing from the Sick Leave pool you would choose the **withdrawal** from the pop-up





Select whichever action you are performing. we have selected Donation/Return as our employee has decided to donate to the Sick Leave Pool.

Fields to complete:

Start- date the record is to begin

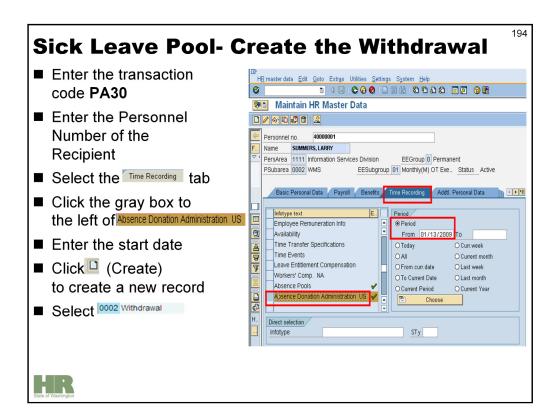
Abs. Quota type- The specific absence quota the employee is donating

Number/unit- the amount of hours the employee is donating.

Enter to validate and save to save record.

You have successfully completed the transaction to donate to the Sick Leave Pool.

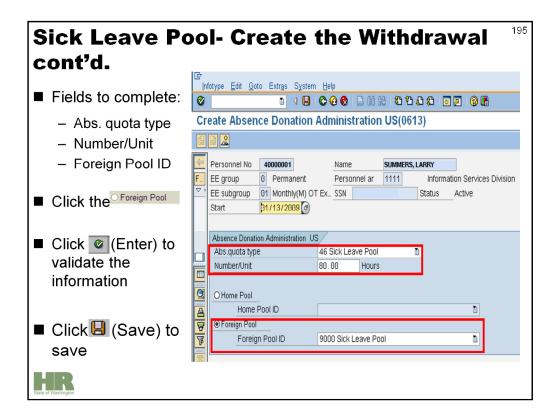
When a donation has been made to the Sick Leave Pool, a record will be created on the Time Quota Compensation (0416) indicating the sick leave being deducted from the donor's quota balance



Note:

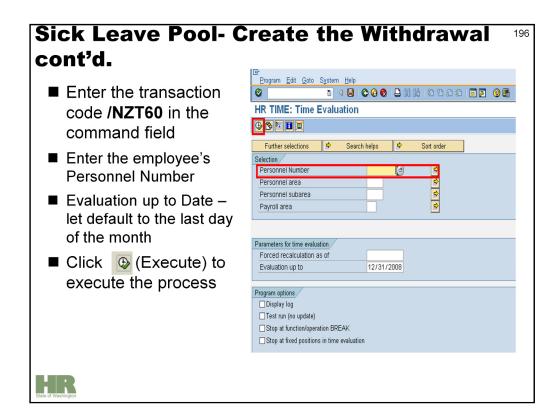
Refer to the user procedure **Sick Leave Pool – Donation and Return** on the OLQR for assistance with this process.

Employees may not withdraw more than 261 days from a sick leave pool for their entire duration of state employment. The 261 days include any days an employee has received under Shared Leave.



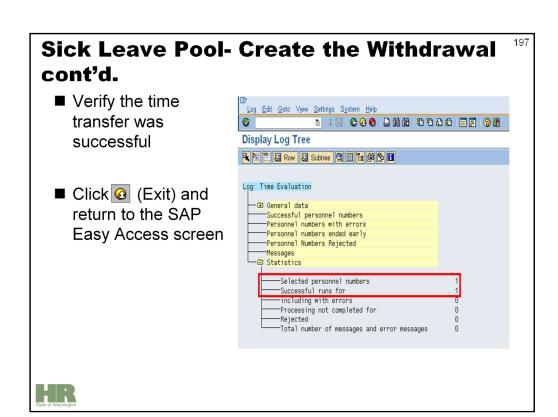
Note:

The fields to complete, need to be completed in order that they appear on the slide. If the radio button is selected before the Foreign Pool ID has been selected you will receive an error message.





 Notice the /N that is in front of the transaction code. Who knows what that is?



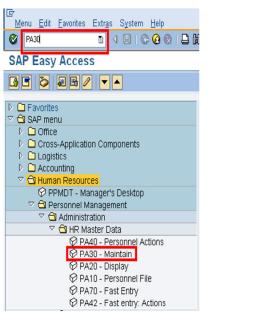
Return Unused Shared Leave to the Sick Leave Pool



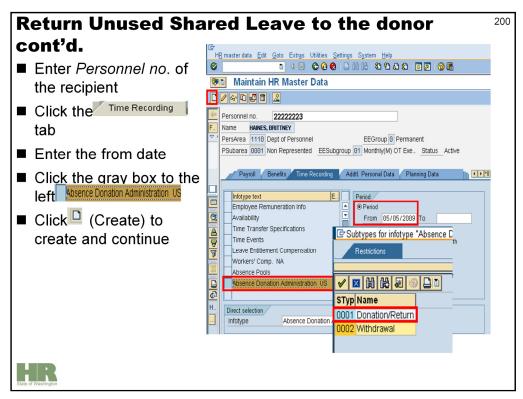
Return Unused Shared Leave to the Sick Leave 199
Pool

■ To return unused shared leave, follow the menu path:
Human Resources → Personnel Management → Administration → HR Master Data → Maintain

 You can also use the transaction code PA30 (Maintain HR Master data)





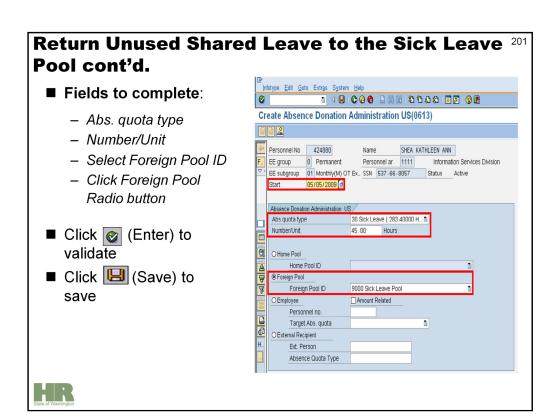




Once you click create, a Subtypes for infotype "Shared Leave Donation/Return" pop up box will appear- select Donation/Return

Note:

The from date is the date on which the recipient is no longer eligible to use shared leave



Uniformed Service Pool



Uniformed Service Pool Overview

- The Uniformed Service Shared Leave pool was created to allow active state employees who are called into active duty the ability to maintain a level of compensation and employee benefits.
- This pool allows for state employees to donate their leave that may be used by an employee who has been called into active duty.
- Refer to the user procedure Shared Leave- Uniform Srvs

 Pool Create the Eligibility and Shared Leave
 Uniform Srvs Pool- Donation or Withdrawal on the

 OLQR





Instructor notes:

The Uniformed Service Pool was created to help active state employees who have been called to active duty maintain employee benefits- Uniformed services include ARMY, NAVY, National Guard to name a few.

Eligible state employees can donate to this pool that can be accessed by other active duty state employees.

Access the user procedures and walk through steps. Similar to the steps completed for Sick Leave Pool. Have class review user procedures.

Note:

The Military Department, in consultation with the Department of Personnel and the Office of Financial Management, is responsible for administering the Uniformed Service Shared Leave Pool.

For additional information and resources see:

http://mil.wa.gov/documents/donatingleaveprocess.doc 357-37

Leave that is received under the uniformed shared leave pool is not included in the 261 day total specified by RCW 41.04.665



VEBA Buyout



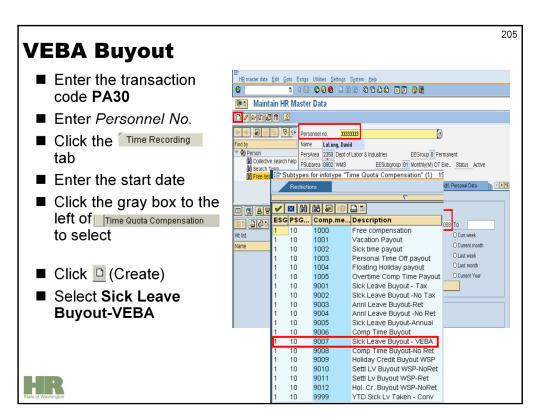


Instructor notes:

When an employee retires from State service and their agency participates in VEBA (VEBA= Voluntary Employees' Beneficiary Association)

the employees sick leave cash out will be put into a trust account that can be used for their medical costs. This trust account is called VEBA.

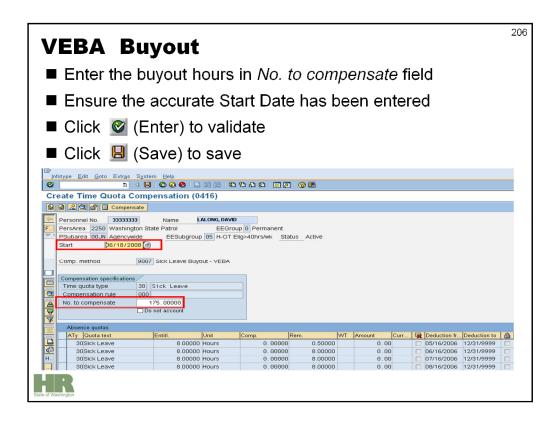
The process of a VEBA buyout can be completed during the separation action PA40 or can be created using the transaction code PA30 and creating a Time Quota Compensation





Enter the retiree's personnel number Select the time recording tab

Enter the state date of the record – the employees last day of employment within your agency.



Verify that the start date came over Enter the total hours to be bought out in the No. to compensate field

Click enter to validate entries Click save to save your entries.

You have completed the VEBA buyout process.